

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY

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

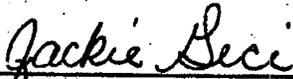
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition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

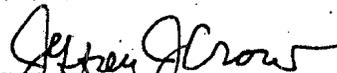
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

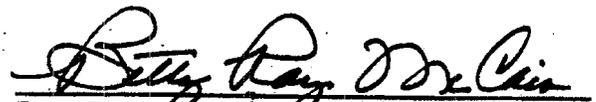


Jeffrey J. Crow, Director
Division of Archives and History

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.

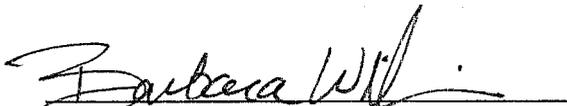
November 13, 1998

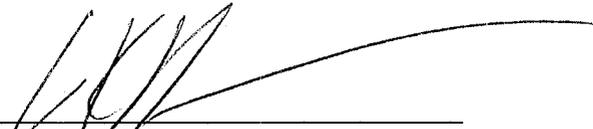
KLS

**DEPARTMENT OF ADMINISTRATION
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ADMINISTRATION**

Amend the program records retention and disposition schedule approved November 22, 1989 and amended on February 15, 2010 by adding items 48610, 48611, 48612 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

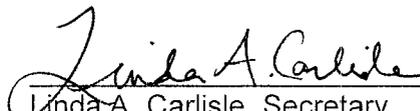

Barbara J. Williams, Chief Records Officer
Department of Administration


W. Kevin McLaughlin, Jr.
Chief Operating Officer and General Counsel


David Brook, Director
Division of Historical Resources

APPROVED


Britt Cobb, Secretary
Department of Administration


Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 5. DIVISIONS AND PROGRAMS FILE.

Correspondence, memorandums, and various records concerning programs of the Department of Administration.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 3465. LEGISLATIVE FILE.

Records concerning ratified and proposed legislation. File includes records of activities, bills, studies, reports, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3466. LEGAL FILE.

Records concerning law suits filed against the Department of Administration. File includes briefs, administrative hearing records, and other materials used to substantiate the rights of the state and citizens. Amended 2-12-90

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

ITEM 4104. SECRETARY'S OFFICE GENERAL SUBJECT FILE.

Correspondence received by and sent from the Secretary's Office in the normal course of work. File includes records concerning the Governor's Office, boards and commissions' correspondence, membership listings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 28453. OTHER STATE AGENCIES FILE.

Records concerning other state agencies and their functions. File includes records regarding legislative actions relating to the agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28454. STATE PROGRAMS AND OPERATING RECORDS FILE.

Alphabetical records concerning various state government operations and programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 48610. SUBMISSION FOR PERMANENT RULE.

Records in paper and electronic format concerning permanent rules filed with the Office of Administrative Hearings. File includes Submission for Permanent Rule forms and all related documents.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer to the State Records Center after three (3) years from rule effective date. Records will be held for agency in the State Records Center five (5) additional years and then transferred to the custody of the Archives.

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ITEM 48611. SUBMISSION FOR TEMPORARY RULE FILE.

Records in paper and electronic format concerning temporary rules filed with the Office of Administrative Hearings. File includes Submission for Temporary Rule forms and all related documents.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer to the State Records Center after three (3) years from rule effective date. Records will be held for agency in the State Records Center five (5) additional years and then transferred to the custody of the Archives.

ITEM 48612. SUBMISSION FOR EMERGENCY RULE FILE.

Records in paper and electronic format concerning emergency rules filed with the Office of Administrative Hearings. File includes Submission for Emergency Rule forms and all related documents.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer to the State Records Center after three (3) years from rule effective date. Records will be held for agency in the State Records Center five (5) additional years and then transferred to the custody of the Archives.