

DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
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

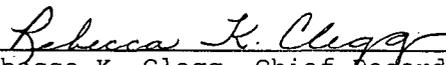
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS

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

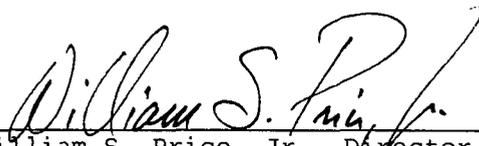
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS

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 This schedule is to remain in effect until superseded.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

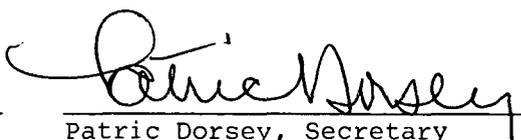
  
Rebecca K. Clegg, Chief Records Officer  
Department of Administration

  
James E. Rhodes  
Deputy Secretary for Governmental Operations

  
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

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

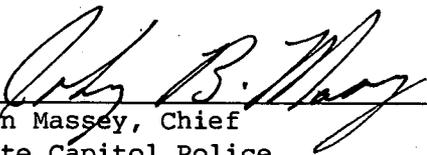
DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
STATE CAPITOL POLICE

Amend the records retention and disposition schedule approved March 6, 1990 by adding Items 10726, 10728, and 34898 as shown on substitute page dated December 12, 1992.

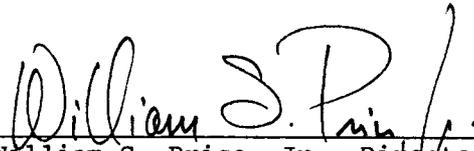
APPROVAL RECOMMENDED



Mary Alice Sechler, Chief Records Officer  
Department of Administration

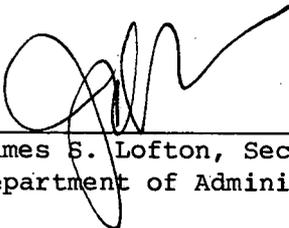


John Massey, Chief  
State Capitol Police



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

December 12, 1992

JH

DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS

Records Retention and Disposition Schedule

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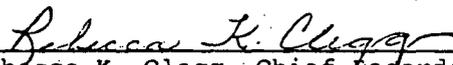
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS

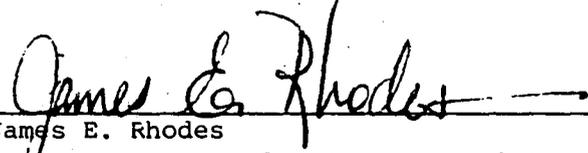
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

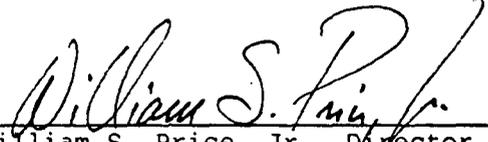
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS

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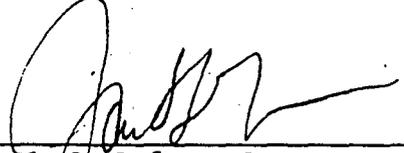
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Rebecca K. Clegg, Chief Records Officer  
Department of Administration

  
\_\_\_\_\_  
James E. Rhodes  
Deputy Secretary for Governmental Operations

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

APPROVED

  
\_\_\_\_\_  
James S. Lofton, Secretary  
Department of Administration

  
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Patric Dorsey, 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.**

March 6, 1990

JH

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
ADMINISTRATION**

**ITEM 16. GOVERNMENT OPERATIONS FILE.**

Reference information concerning state government operations. File includes or concerns budget, centennial campus, correspondence, and various other subjects regarding state government.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28904. DIARY COPIES (DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS) FILE.**

Reference copies of all outgoing correspondence generated by the Deputy Secretary for Governmental Operations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28905. EASEMENT FILE.**

Reference information concerning right-of-ways state government possesses in various cities in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28906. GOVERNMENT OPERATIONS DIVISIONS FILE.**

Reference information concerning divisions reporting to the Deputy Secretary for Governmental Operations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28907. GOVERNMENT OPERATIONS GENERAL FILE.**

Reference information concerning strategic planning, legal matters, speeches, and other related government matters.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28909. OTHER DEPARTMENT OF ADMINISTRATION DIVISIONS FILE.**

Reference information concerning divisions operating under the jurisdiction of the Department of Administration.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28910. OTHER STATE AGENCIES FILE.**

Reference information concerning other state agencies and their operations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 28911. PRIVATE SECTOR COMPANIES FILE.**

Reference correspondence between IBM, AT&T, Data General, and other companies of the private sector.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
DIVISION OF AUXILIARY SERVICES  
ADMINISTRATION**

**ITEM 24. OPERATING AND PROGRAM RECORDS FILE TESTTTT6TYTTTT.**

Records concerning the operations of the Division of Auxiliary Services. File includes records regarding recycling and records management and departmental policies and procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning records management when administrative value ends. Transfer remaining records 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 34919. AUXILIARY SERVICES (ELECTRONIC) FILE.**

Diskettes containing correspondence and recycling data. File includes records management documentation and other related records.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
DIVISION OF AUXILIARY SERVICES  
BUSINESS AND BUDGET**

**ITEM 10731. CORRESPONDENCE FILE.**

Correspondence from divisions within the Division of Auxiliary Services. File also includes budget data and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office budget data when released from all audits. Destroy in office remaining records after 5 years.

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
DIVISION OF AUXILIARY SERVICES  
FEDERAL SURPLUS PROPERTY**

**ITEM 10742. PERMANENT RECORDS FILE.**

Records concerning agency procedures, annual reports, and regulations. File includes documents regarding property withdrawal for agency use reports, special accident reports, and Division of Auxiliary Services bid sale reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 10743. REPORTS FILE.**

Monthly and annual statistical reports concerning agency and surplus property managed by agency.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10744. CORRESPONDENCE FILE.**

Correspondence with counties and other agencies concerning surplus property.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 10745. STATE FOLDERS FILE.**

Forms and memorandums concerning the receiving and identifying of vehicles. File includes requisitions and invoice/shipping documents, allocation forms, applications for donation of surplus property, and personal property forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 10746. PARTICIPATION FOLDERS FILE.**

Invoices and agreements concerning the transfer of property.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10747. AGENCY INVOICES FILE.**

Invoices for surplus property purchased by state institutions or agencies.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10749. STATE NUMBER CARDS FILE.**

Records concerning all equipment on federal surplus property grounds. File lists type of equipment, quantity, date received, official receipt number, and location.

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after designated inactive.

**ITEM 10751. "WANT LIST" FILE.**

Applications requesting large items not in storage.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10753. PURCHASE ORDERS FILE.**

Purchase orders for equipment and supplies.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF ADMINISTRATION  
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DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
DIVISION OF AUXILIARY SERVICES  
FEDERAL SURPLUS PROPERTY**

**ITEM 10754. ELIGIBILITY FOLDERS FILE.**

Application forms, certification and agreements, and form letters concerning eligible bidders.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10755. INELIGIBILITY (SUSPENSE FILE) FILE.**

Application forms, certifications and agreements, and form letters concerning ineligible bidders for surplus property.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10756. LOCATOR PRINTOUTS FILE.**

Computer printouts listing names of agencies, agents, and addresses. File includes suspended locator printout.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 10757. SURPLUS PROPERTY PERMANENT PRINTOUTS FILE.**

Computer printouts listing Federal Property Agency surplus properties identification serial numbers, each county and institution, name of each representative, and name of each donee.

DISPOSITION INSTRUCTIONS: Destroy in office records of no administrative value 3 years after updating.

**ITEM 10758. PERSONNEL FILE.**

Records concerning section employees. File includes applications, resumes, 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. Superseded by the General Schedule for State Agency Records.

**ITEM 10762. LEAVE FILE.**

Recapitulation of employees' vacation and sick leave.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10769. PROPERTY REQUESTS AND RECEIVED LEDGER FILE.**

Ledgers listing state number, holding agency, allocation report list, date ordered, date received, and description of items.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10770. REPORT ON SURPLUS PROPERTY RECEIVED FILE.**

Reports used to record property received.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 10771. PROPERTY UTILIZATION SURVEY REPORTS FILE.**

Records concerning property utilization survey reports. File lists survey numbers, county, dates, and names of institutions or organizations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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DIVISION OF AUXILIARY SERVICES  
FEDERAL SURPLUS PROPERTY**

**ITEM 10772. RECORD OF UTILIZATION SURVEY CASES FILE.**

Utilization survey listing case numbers, dates of survey, names and addresses of donees, and file folder numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 10773. COMPLIANCE FILE.**

Compliance cases and investigation reports concerning cases initiated because donee had not complied with rules and regulations regarding the use of federal surplus property.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

**ITEM 10774. DONEE REPORTS ON RESTRICTED ITEMS FILE.**

Reports concerning the use, condition, and location of federal surplus property.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
DIVISION OF AUXILIARY SERVICES  
GOVERNMENT PRINT SHOP**

**ITEM 10810. CANCELLED PRINTING REQUISITIONS FILE.**

Printing requisitions which have been assigned a number for printing and then cancelled through the request of the customer.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.

**ITEM 10811. LEAVE FILE.**

Recapitulation of employees' vacation and sick leave.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.

**ITEM 10812. SUPPLY INVOICES FILE.**

Requisitions forwarded to Division of Purchase and Contract for supplies and equipment.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.

**ITEM 28330. PERSONNEL FILE.**

Records concerning employees of the Print Shop. File includes applications, resumes, personnel action forms, and other personnel-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 Department of Administration, Purchase and Contract Division, State Printing Office.

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS  
DIVISION OF AUXILIARY SERVICES  
STATE SURPLUS PROPERTY**

**ITEM 10739. CORRESPONDENCE FILE.**

Correspondence concerning state agencies, counties, and local governments and sales (negotiated or invoiced) of surplus property. File includes copies of all invoices issued, negotiated, and sales made.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 10740. BUS FOLDERS FILE.**

Records concerning school buses sold from each of the county school bus garages. File includes bus numbers, purchasers' names and addresses, amounts of sale, and records of checks (number, bank, city, and amount).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 10741. SALE BID FOLDERS FILE.**

Bid information concerning items awarded. File includes sale price, name of purchaser and address, location of property, name and address of custodian, record of payment (check number, bank and amount of check), and original bid sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 28329. LEAVE FILE.**

Recapitulation of employees' vacation and sick leave.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 34899. PERSONNEL FILE.**

Records concerning section employees. File includes applications, resumes, personnel action forms, and other personnel-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. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF ADMINISTRATION  
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STATE CAPITOL POLICE**

**ITEM 10726. STATE CAPITOL POLICE DIVISION FILE.**

Log sheets, building check sheets, equipment check sheets, telephone and radio logs, weekly time records, building key logs, and other data pertinent to the operation of the State Capitol Police. (Records transferred from Division of General Services.) Amended 12-12-92

DISPOSITION INSTRUCTIONS: Destroy in office time records when released from all audits. Destroy in office key logs after 60 days. Destroy in office remaining records after 5 years.