

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
DEPUTY SECRETARY FOR PROGRAMS

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

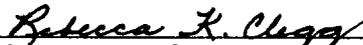
DEPUTY SECRETARY FOR PROGRAMS

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

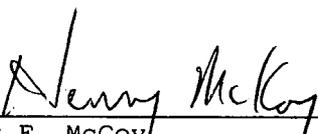
DEPUTY SECRETARY FOR PROGRAMS

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 This schedule is to remain in effect until superseded.

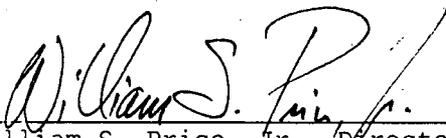
APPROVAL RECOMMENDED



Rebecca K. Clegg, Chief Records Officer
Department of Administration



Henry E. McCoy
Deputy Secretary for Programs



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

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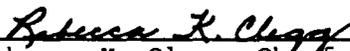
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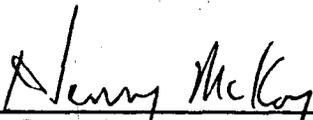
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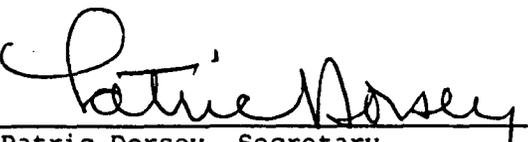

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**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

March 12, 1990

JH

**DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
DEPUTY SECRETARY FOR PROGRAMS
ADMINISTRATION**

ITEM 17. CORRESPONDENCE AND MEMORANDUMS FILE.

Correspondence created and received by the Deputy Secretary for Programs. File includes inter- and intra-departmental correspondence, correspondence with the Governor and First Lady, and memorandums to and from directors of 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 18. DEPARTMENT OF ADMINISTRATION (DOA) PROGRAMS FILE.

Records concerning all advocacy programs administered by the agency. File includes memorandums, correspondence, budget and personnel information, legislation, reports, publications, rules and regulations, and various other records regarding individual 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 21. GRANTS FILE.

Records concerning the administration of the National Institute of Mental Health/Affirmative Action grant and the Intergovernmental Personnel Act grant.

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 22. INFORMATIONAL SUBJECTS FILE.

Records concerning individual subjects of interest to the Deputy Secretary for 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.