

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
PUBLIC INFORMATION OFFICE

Records Retention and Disposition Schedule

Addition of Organizational Heading

An organizational heading has been added to this Records Retention and Disposition Schedule and is hereby approved. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated October 18, 1989. 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

PUBLIC INFORMATION OFFICE

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

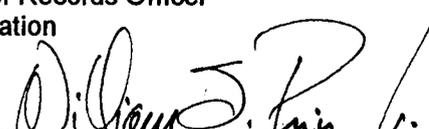
PUBLIC INFORMATION OFFICE

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 This schedule is to remain in effect until superseded.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

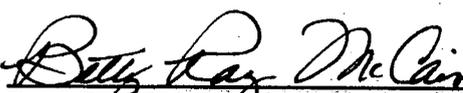

Dianne S. Green
Dianne S. Green, Chief Records Officer
Department of Administration


Priscilla Smith
Priscilla Smith, Director
Public Information Office


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

APPROVED


Katie G. Dorsett
Katie G. Dorsett, Secretary
Department of Administration


Betty Ray McCain
Betty Ray McCain, Secretary
Department of Cultural Resources

April 28, 1993

JH

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
PUBLIC INFORMATION OFFICE

Records Retention and Disposition Schedule

Addition of Organizational Heading

An organizational heading has been added to this Records Retention and Disposition Schedule and is hereby approved. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated October 18, 1989. 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

PUBLIC INFORMATION OFFICE

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

PUBLIC INFORMATION OFFICE

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
Dianne S. Green, Chief Records Officer
Department of Administration

Priscilla Smith
Priscilla Smith, Director
Public Information Office

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

APPROVED

Katie G. Dorsett
Katie G. Dorsett, Secretary
Department of Administration

Betty Ray McCain
Betty Ray McCain, Secretary
Department of Cultural Resources

April 28, 1993

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 THE SECRETARY
PUBLIC INFORMATION OFFICE
ADMINISTRATION**

ITEM 136. DEPARTMENT OF ADMINISTRATION NEWS RELEASES FILE.

News releases concerning the Department of Administration. File includes some news releases produced for and with the Governor's Press Office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 137. REFERENCE INFORMATION AND NEWSLETTERS FILE.

Information gathered for projects, speeches, and statements issued by Governor Hunt and the former Secretary of Administration. File includes information regarding general topics such as NC 2000.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 138. ORIGINAL ART WORK AND NEGATIVES FILE.

Records concerning all art work done by the office including initial design and final layout.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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 11553. COMMUNICATIONS FILE.

Requests for information handled by the Special Assistant for Communications Office. File includes memorandums from the Secretary, Information Officer, Controller, and the Printing Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 11554. SPECIAL PROJECTS FILE.

Records concerning special projects. Projects pertain to State Capitol, telephone directory, energy briefing for media, conferences, Employee Suggestion System, and employee associations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11556. FINISHED ART PROJECTS FILE.

Publications, brochures, and other types of graphic products worked on or produced by the office. File includes books, newsletters, conference materials, posters, maps, charts, invitations, and stationery.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

ITEM 11558. INFORMATION (SPECIAL ASSISTANT FOR COMMUNICATIONS OFFICER) FILE.

Records concerning Division of Policy and Planning, Administrative Analysis, Veterans Affairs, General Services, Management Systems, Purchase and Contract, State Property, and Construction. (Records are used as a reference for news articles and releases.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11559. CURRENT PROJECTS (SPECIAL ASSISTANT FOR COMMUNICATIONS OFFICER) FILE.

Records concerning background information on current projects such as conferences, research, news items, and activities of Department of Administration programs and agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
PUBLIC INFORMATION OFFICE
ADMINISTRATION**

ITEM 11560. NEWS RELEASES-MAGAZINES-PUBLICATIONS (SPECIAL ASSISTANT FOR COMMUNICATIONS OFFICER) FILE.

News releases generated by Department of Administration. File includes miscellaneous publications retained for general information, agendas of agencies activities, and drafts of various publications.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11562. GENERAL ASSEMBLY (SPECIAL ASSISTANT FOR COMMUNICATIONS OFFICER) FILE.

Reference information concerning committees' schedules, agendas, daily bulletins, and bills.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 11564. INFORMATION (EDITOR-WRITER) FILE.

Information gathered for writing news releases, brochures, and various other projects for Department of Administration advocacy programs. File includes memorandums, agendas, news clippings, public relations plans, brochures, and other related background information. File also includes information concerning division projects and programs not included in the advocacy group used in writing articles, or planning public relations campaigns for specific activities such as conferences and workshops.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11565. PHOTOGRAPHS AND NEGATIVES FILE.

Photographs and negatives taken for publicity, publications, reference, and conferences. File may also include contact sheets.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.