

DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE SECRETARY  
PUBLIC INFORMATION OFFICE  
LIBRARY

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 Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

Library

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

Library

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 This schedule is to remain in effect until superseded.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

July 23, 1993

JH

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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.

July 23, 1993

JH

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**ITEM 3653. OFFICE OF STATE PLANNING (OSP) PROJECT FILE.**

Reports and records concerning research projects of the Office of State Planning. File concerns the period when Lynn Muchmore was the State Planning Officer.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 11572. PERIODICALS REGISTER FILE.**

Card file used to record magazine and subscription services received by the library.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.