

DEPARTMENT OF ADMINISTRATION  
STATE COMPUTER CENTER

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

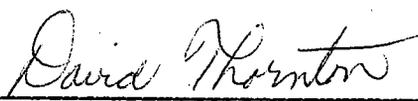
STATE COMPUTER CENTER

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 and the

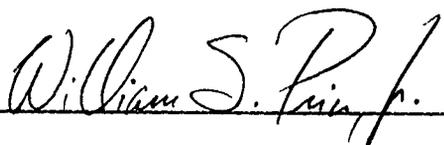
STATE COMPUTER CENTER

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

  
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David Thornton, Director  
State Computer Center

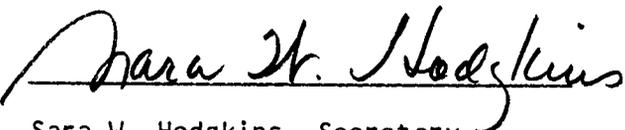
  
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William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
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Jane S. Patterson, Secretary  
Department of Administration

  
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Sara W. Hodgkins, Secretary  
Department of Cultural Resources

March 5, 1982

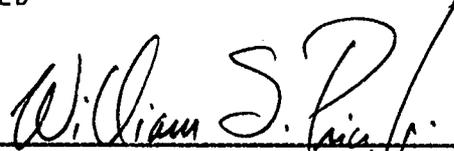
DEPARTMENT OF ADMINISTRATION  
STATE COMPUTER CENTER

Amend the records retention and disposition schedule approved March 5, 1982 by deleting item 11 as shown on substitute page 2 and item 15 as shown on substitute page 3, dated June 24, 1983.

APPROVAL RECOMMENDED

  
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David Thornton, Director  
State Computer Center

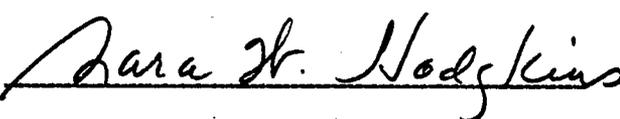
  
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William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
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Jane S. Patterson, Secretary  
Department of Administration

  
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Sara W. Hodgkins, Secretary  
Department of Cultural Resources

June 24, 1983

DEPARTMENT OF ADMINISTRATION  
STATE COMPUTER CENTER

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from the date of approval and will then be reviewed and updated.

CIRCULATE & MAKE NECESSARY CHANGES

Records Center CB

Disposition BB

AL Office Auth

APPROVAL RECOMMENDED

Date 4/8/82

David Thornton

William S. Price, Jr.

David Thornton, Director  
State Computer Center

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

APPROVED

Jane S. Patterson

Nara H. Hodgkins

Jane S. Patterson, Secretary Department of Administration  
Nara H. Hodgkins, 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 5, 1982

**DEPARTMENT OF ADMINISTRATION  
STATE COMPUTER CENTER**

**ITEM 150. STATE COMPUTER CENTER AND MIS INVOICE FILE.**

Record copies of invoices to state agencies for services rendered by the State Computer Center and Management Information Services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 151. COMPUTER SYSTEM SECURITY TAPES FILE.**

Security copies of magnetic tapes containing auxiliary information for the State Computer Center. (This is an essential record.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of magnetic tape to the State Records Center. Exchange weekly as tapes are updated.

**ITEM 152. DISASTER RECOVERY DOCUMENTATION NOTEBOOK FILE.**

Security copies of vital information needed for disaster recovery stored in 3-ring binders. Includes unlisted telephone numbers of staff, user priorities excerpted from user disaster recovery plans, State Computer Center (SCC) users manual, SCC inventory of computer applications hardware summary, teleprocessing networks detailed computer printout, fire protection system instructions, SCC users bulletin on responsibilities for disaster recovery, map marked with home locations of team members, SCC billing system schedule, billing reports (including MITS billing and rate calculations), budget information, COMPTXT instructions to SCC computer operators, documentation in COMPTXT, and various other vital records.

DISPOSITION INSTRUCTIONS: Transfer 1 copy and all future updates to the State Records Center for security storage. Agency disaster recovery officer will review and update annually in the State Records Center. Destroy agency copy when agency need ends.

**ITEM 4035. MICROFICHE FILE.**

Security copies of billing invoices and detailed billing information stored on microfiche.

DISPOSITION INSTRUCTIONS: Transfer 1 copy and all future updates to the State Records Center for security storage. Agency disaster recovery officer will review and update annually in the State Records Center. Destroy agency copy when agency need ends.

**ITEM 11070. DIRECTOR'S FILE.**

Record copies of memorandums, general correspondence, agendas, minutes, and other related material pertaining to committees and/or organizations in which the director has taken part or is a member.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 11071. COMPUTER SYSTEMS EVALUATION PROJECT FILE.**

Record copies of project folders documenting the development of computer services from time of request for services until completion of project.

DISPOSITION INSTRUCTIONS: Keep in office 5 years after completion of project.

**ITEM 11072. CORPORATION GENERAL CORRESPONDENCE FILE.**

Record copies of correspondence with data processing equipment firms concerning receipt of publications, requests for manuals, and orders for and offers of equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ADMINISTRATION  
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**ITEM 11073. STATE AGENCY CORRESPONDENCE FILE.**

Record copies of correspondence, requests, studies, and reports prepared by the State Computer Center and distributed to state agencies requesting material.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

**ITEM 11078. PETTY LEAVE RECORDS FILE.**

Record copies of documents used in the administration of petty leave.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 11079. OTHER STATES CORRESPONDENCE AND REFERENCE FILE.**

Record copies of correspondence with other states regarding data processing requests for materials and information, reference copies of other states' manuals, guides, reports, and publications regarding information systems and data processing.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 11083. STATE COMPUTER CENTER PROBLEM RECORDS AND SUMMARIES FILE.**

Record copies of documents detailing software problems at the center and user sites.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 2 additional years and then destroyed.

**ITEM 11087. DOCUMENTATION FOR DISASTER RECOVERY FILE.**

Security copies of legislative bill history system documentation, forms register for computer operations printing, COMTEXT (MITS) system documentation, and data entry formats.

DISPOSITION INSTRUCTIONS: Transfer periodically to the State Records Center to be microfilmed for security and returned. Agency disaster recovery officer will review, update, and destroy annually. Destroy microfilmed paper originals in the agency when agency need ends.