

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
ADMINISTRATION

Records Retention and Disposition Schedule

The Program 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

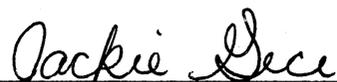
STATE CONSTRUCTION OFFICE

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

STATE CONSTRUCTION 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 This schedule is to remain in effect until superseded.

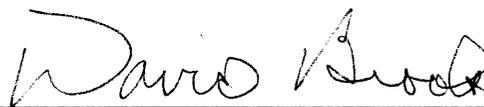
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

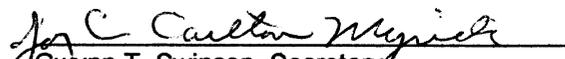


Spiros J. Flegkas, Director
State Construction Office



David Brook, Director
Division of Historical Resources

APPROVED


Gwynn T. Swinson, Secretary
Department of Administration


Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 12, 2004

JCG

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
ADMINISTRATION

Item 33. CONSTRUCTION CONTRACTS FILE. Specifications with contracts inserted which serve as the agreement between the state and contractor to build and supply materials for a complete project. (All records transferred to the State Records Center after 8-13-92 will be filed with Correspondence File (Item 35).)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Correspondence File (Item 35). Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

Item 34. AS BUILT DRAWINGS FILE. Original drawings and blueprints in paper and electronic formats of all state buildings as built. (Comply with applicable provisions of G.S. 132.1-7 regarding confidentiality of plans and drawings of infrastructure facilities).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 2 years after completion of project to be microfilmed for permanent security storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming and all quality control procedures have been completed. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. A duplicate copy of the microfilm will be purchased and retained permanently by the agency. Retain electronic records in office permanently.

Item 35. CORRESPONDENCE FILE. Correspondence concerning repairs, additions, construction of buildings, budget requirements, costs, architect's and engineer's inspection reports on all active projects, energy related data, and other related building issues. File also includes specifications with construction contracts and other supporting documentation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after completion (or closing) of project. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 36. ARCHITECTURAL AND ENGINEERING DRAWINGS (GIFT) FILE. Original drawings and tracings given to the State Construction Office by architects and engineers. (Comply with applicable provisions of G.S. 132.1-7 regarding confidentiality of plans and drawings of infrastructure facilities).

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to As Built Drawings File (Item 34).

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
ADMINISTRATION

Item 11024. DIRECTOR'S AND ADMINISTRATIVE ASSISTANT'S CORRESPONDENCE FILE.

Record copies of correspondence in paper and electronic formats of the director and consultants of the State Construction Office with other divisions, state agencies, and private businesses. File includes letters, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

Item 11025. UNDER CONSTRUCTION FILE. Plans (drawings and blueprints) of all state buildings under construction. (Comply with applicable provisions of G.S. 132.1-7 regarding confidentiality of plans and drawings of infrastructure facilities).

DISPOSITION INSTRUCTIONS: Destroy in office after receipt of As Built Drawings. Transfer plans for which As Built Drawings are not received at expiration of contract to As Built Drawings File (Item 34).

Item 11026. DESIGN FIRMS FILE. Correspondence, brochures, and professional questionnaires (forms) concerning architectural and engineering firms in the state.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 11028. ARCHITECTURAL AND ENGINEERING REPORTS ON STATE BUILDINGS FILE.

Summary descriptions of special reports. File includes or concerns architectural and engineering analyses of state-owned buildings, soil reports, various surveys, and life-cycle cost analysis.

DISPOSITION INSTRUCTIONS: Transfer to Correspondence File (Item 35) after final report has been received.

Item 11029. FINAL REPORTS FILE. Summary descriptions of materials and construction of state buildings.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
ADMINISTRATION

Item 11030. PROJECT INDEX CARD FILE. Card index for all state buildings used to identify and locate blueprints on microfilm. Information includes data on each building, contractor, type, and cost.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after completion of project to be microfilmed with As Built Drawings File (Item 34) for permanent storage in the Archives vault. Microfilmed paper records will be returned to agency after microfilming and all quality control procedures have been completed. Destroy in office returned records when administrative value ends.

Item 11034. ARCHITECTURAL AND ENGINEERING DRAWINGS FILE. Architectural and engineering drawings in paper and electronic formats (computer aided design "CAD" software) prepared by the State Construction Office. (Comply with applicable provisions of G.S. 132.1-7 regarding confidentiality of plans and drawings of infrastructure facilities). (File maintenance and backup procedures conducted by State Construction Office Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Transfer blueprints dated through 1995 to the State Records Center immediately to be microfilmed. Microfilmed paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the security vault. A duplicate copy of the microfilm may be purchased and retained by the agency permanently. Print electronic computer aided (CAD) drawings and transfer to As Built Drawings File (Item 34). Retain in office electronic versions of computer aided (CAD) drawings permanently.

Item 11035. PLANS AND SPECIFICATIONS (DESIGN STAGE) FILE. Plans and specifications submitted for review by architects and engineers for capital improvement projects. (Comply with applicable provisions of G.S. 132.1-7 regarding confidentiality of plans and drawings of infrastructure facilities).

DISPOSITION INSTRUCTIONS: Destroy in office when project is reviewed and placed under contract, except for As-Bid Sets, which are to be combined with Under Construction File (Item 11025).

Item 11036. ARCHITECTURAL AND ENGINEERING REFERENCE MATERIAL (LIBRARY) FILE. Suppliers' catalogs and supporting data. File includes printed books regarding engineering, architectural practices, and design.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
ADMINISTRATION

Item 25656. MASTER PLANS FILE. Master plans of state-owned land and buildings concerning present and future use. (Comply with applicable provisions of G.S. 132.1-7 regarding confidentiality of plans and drawings of infrastructure facilities).

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to As Built Drawings File (Item 34).

Item 31302. OFFICE ADMINISTRATION SECURITY BACK-UP (ELECTRONIC) FILE. Magnetic tapes containing State Construction Office information used in conjunction with Local Area Network (LAN) and various electronic data systems applications. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.