

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
STATE BUILDING COMMISSION

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

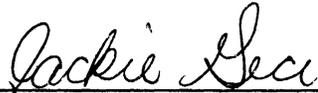
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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

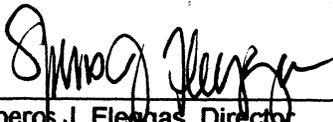
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

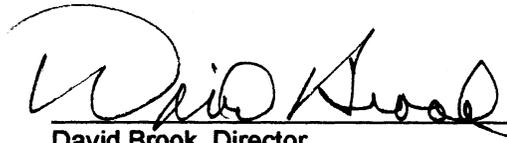
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Speros J. Fleggas, 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

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Item 32. STATE BUILDING COMMISSION MINUTES FILE. Minutes of State Building Commission with supporting documents. (Formerly North Carolina Capital Building Authority.)

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

Item 11310. STATE BUILDING COMMISSION CORRESPONDENCE FILE. Correspondence and memorandums in paper and electronic formats with architects and engineers. File includes notices of meetings, correspondence with commission members, and appointment letters from the Governor's Office.

DISPOSITION INSTRUCTIONS: Destroy/erase in office paper and electronic records when administrative value ends.

Item 11312. STATE BUILDING COMMISSION MEMBERSHIP LIST FILE. List concerning members of the State Building Commission.

DISPOSITION INSTRUCTIONS: Retain in office permanently.