

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE

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

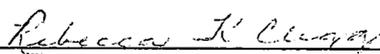
STATE PROPERTY OFFICE

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

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 This schedule is to remain in effect until superseded.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



Rebecca K. Clegg, Chief Records Officer
Department of Administration



Charles L. Holiday, Director
State Property Office

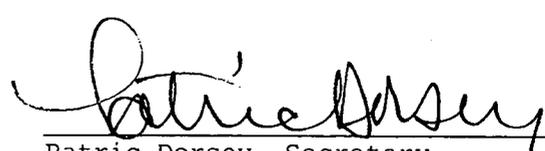


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

October 16, 1989

JH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
ADMINISTRATION

Amend the records retention and disposition schedule approved October 16, 1989
by adding Item 14501 as shown on substitute page dated May 9, 1994.

APPROVAL RECOMMENDED

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

Wallace R. Sherron
Wallace R. Sherron, Director
State Property Office
WALLACE

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

May 9, 1994

JH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
ADMINISTRATION

Amend the records retention and disposition schedule approved October 16, 1989 by changing the retention period of Item 131 as shown on substitute page dated December 18, 1990.

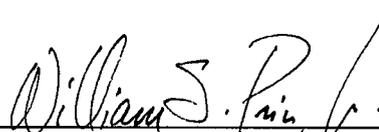
APPROVAL RECOMMENDED



Sally H. Hunter, Chief Records Officer
Department of Administration

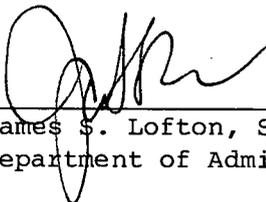


B. Clinton Jobe, Director
State Property Office

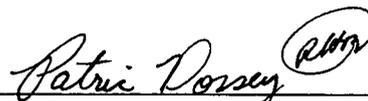


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

December 18, 1990

JH

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE

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

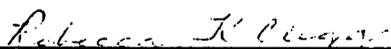
STATE PROPERTY OFFICE

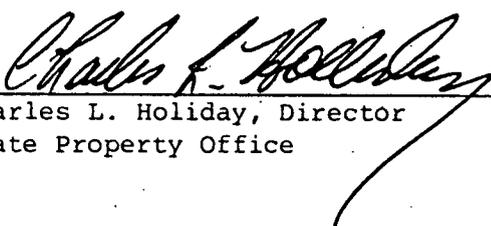
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

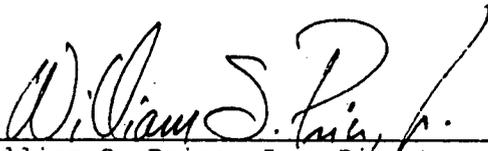
STATE PROPERTY OFFICE

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.

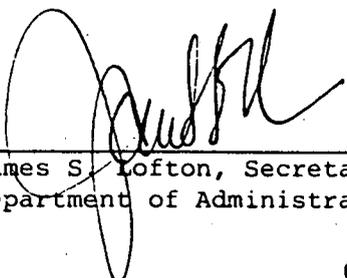
APPROVAL RECOMMENDED


Rebecca K. Clegg, Chief Records Officer
Department of Administration


Charles L. Holiday, Director
State Property Office


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

APPROVED


James S. Lofton, Secretary
Department of Administration


Patric Dorsey, Secretary
Department of Cultural Resources

October 15, 1989

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
STATE PROPERTY OFFICE
ADMINISTRATION**

ITEM 131. STATE PROPERTY FILE.

Recorded leases (land), deeds, maps, plats, easements, allocations, court cases, and correspondence regarding acquisition and disposition of land. Amended 12-18-90

DISPOSITION INSTRUCTIONS: Return records dated 1984 and prior (Boxes 1-12) to the State Property Office immediately. Transfer returned and subsequent records to the State Records Center after the state releases the title and administrative 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 132. DREDGE AND FILL FILE.

Permit applications and public notices circulated by Marine Fisheries and U.S. Army Corps of Engineers.

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 133. LEASES FILE.

Records concerning legal instruments and specifications. File includes correspondence regarding leased space, Council of State write-up, and notifications of approvals.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of lease.

ITEM 11344. SPACE FILE.

Alteration requests received from state agencies. File includes letters from agencies requesting new space or additional space.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

ITEM 11346. GENERAL AGENCY LEASES FILE.

Reference copies of general correspondence concerning universities and departments leases.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of lease.

ITEM 14501. STATE AGENCIES' PERMANENT FILE.

Records used to verify title searches for state land. File includes legal working papers used in researching titles and other records concerning state-owned land. Amended 5-9-94

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

**DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
CAPITAL PLANNING COMMISSION**

ITEM 11305. CAPITAL PLANNING COMMISSION MINUTES FILE.

Official minutes of the Capital Planning Commission. File includes supporting documents and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 11307. CAPITAL PLANNING COMMISSION EXPENSE ACCOUNT FILE.

Reference information concerning legislative commission members expense account records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
FACILITIES MANAGEMENT SYSTEM**

ITEM 11349. FLOOR PLANS OF BUILDINGS FILE.

As-built floor plans of buildings owned by the state.

DISPOSITION INSTRUCTIONS: Destroy in the office when superseded by new plans.

ITEM 11350. INPUT FORMS AND COMPUTER FILE.

Input forms and various computer printouts concerning buildings, users, and land inventory.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 11351. FACILITIES MANAGEMENT SYSTEM GENERAL FILE.

Records concerning the operation of Facilities Management System. File includes instructions records, building questionnaires, and correspondence from state departments.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.