

DEPARTMENT OF ADMINISTRATION
GOVERNOR'S YOUTH ADVOCACY AND INVOLVEMENT 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

GOVERNOR'S YOUTH ADVOCACY AND INVOLVEMENT 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

GOVERNOR'S YOUTH ADVOCACY AND INVOLVEMENT 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 This schedule is to remain in effect until superseded.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
Rebecca K. Clegg, Chief Records Officer
Department of Administration

Thealeta D. Monroe
Thealeta D. Monroe, Director
Governor's Youth Advocacy and
Involvement Office

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

APPROVED

James S. Lofton
James S. Lofton, Secretary
Department of Administration

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

November 2, 1989

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

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ADMINISTRATION**

ITEM 43. GOVERNOR'S YOUTH ADVOCACY AND INVOLVEMENT OFFICE (GYAIO) ORGANIZATIONAL STRUCTURE AND HISTORY FILE.

Bylaws, proposals, statements, and reports concerning the formation of the GYAIO. File includes recommendations, resources information, notices of meetings, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 44. LEGISLATIVE FILE.

Records concerning legislative advocacy issues. File includes proposed and enacted legislation, legislative directory, and a listing of committee members.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 45. INDIVIDUAL CASE ADVOCACY FILE.

Records concerning children's needs. File includes or concerns foster care, adoption, financial assistance, transportation, child abuse and neglect, and day care.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 11523. OFFICIAL MINUTES FILE.

Minutes of the Youth Advocacy and Involvement Office.

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 11526. ADMINISTRATIVE AND MANAGEMENT FILE.

Records concerning the administration and operation of the office. File includes contracts, grants, charters, correspondence, and various other material regarding division programs.

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.

ITEM 11528. ADVOCACY CORRESPONDENCE FILE.

Director's and staff's correspondence concerning activities of the office. File includes requests for information and notices of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 11530. DIVISION FILE.

Reference information concerning programs administered by various state offices. File includes correspondence, project materials, and various information regarding state offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ITEM 11533. YOUTH ADVOCACY PROJECT FILE.

Records concerning federally or privately funded youth advocacy special projects. File includes correspondence, proposals, contracts, quarterly reports, budget information, and other information regarding the projects.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 11536. YOUTH ADVOCACY AND INVOLVEMENT OFFICE COUNCIL FILE.

Records concerning various councils operated by the office. File includes minutes of the State Youth, Youth Advocacy, Internship, Governor's Advocacy Council on Children and Youth Councils, notification of meetings, and annual reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 11537. WORKING FILE.

Communication records with various colleges and universities concerning the internship program. File includes memorandums, contact lists, and newsletters.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11550. STATE YOUTH COUNCIL PROJECT FILE.

Records concerning the Youth Legislative Assembly, Youth Involvement Day, and N.C. Leadership Institute for Youth Projects. File includes or concerns projects and workshop materials, correspondence, agendas, receipts, list of personnel attending, and press releases.

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.