

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
DIVISION OF MARKETING

Program 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

DIVISION OF MARKETING

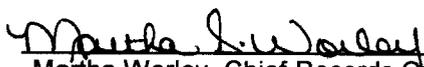
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

DIVISION OF MARKETING

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 This schedule is to remain in effect until superseded.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


Martha Worley, Chief Records Officer
Department of Agriculture and Consumer Services


Tom Slade, Director
Division of Marketing


David Brook, Director
Division of Historical Resources

APPROVED


Steven W. Troxler, Commissioner
Department of Agriculture and
Consumer Services


Lisbeth C. Evans, Secretary
Department of Cultural Resources

June 28, 2006

AWH

**Department of Agriculture and Consumer Services
Division of Marketing
Administrative Section**

Item 215. COMMISSIONER'S AND DEPUTY DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats concerning correspondence from the deputy director and the commissioner. File also includes expense forms.

DISPOSITION INSTRUCTIONS: Print electronic correspondence records and interfile with related paper correspondence records. Destroy in office electronic versions of records when reference value ends. Transfer paper correspondence records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office expense forms after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 3512. CORRESPONDENCE FILE. Records in paper and electronic formats concerning administrative correspondence of the director's office. File includes letters written for the Commissioner's signature, department correspondence, speeches, telegrams, and reports.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records after 4 years. Transfer paper records to the State Records Center after 4 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 8735. COOPERATIVE AGREEMENTS FILE. Agreements for cooperative service between the United States Department of Agriculture (USDA) and the Division of Marketing.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 8736. NORTH CAROLINA LAWS FILE. Reference copies in paper and electronic formats of North Carolina laws, rules, and regulations. File includes definitions and state standards copies of laws pertaining to agriculture.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Department of Agriculture and Consumer Services
Division of Marketing
Administrative Section**

Item 8737. FEDERALLY-FUNDED PROJECTS FILE. Records concerning information pertaining to federally-funded projects. File includes project proposals, progress reports, expenditures, and time sheets used to document federal matching funds.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after resolution of audit by federal government if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8740. NATIONAL ASSOCIATION OF MARKETING OFFICIALS FILE. Reference copies of information concerning the National Association of Marketing Officials. File includes correspondence, minutes of meetings, and workshop materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 8745. SPECIALIST'S CORRESPONDENCE FILE. Reference copies of reading files from all sections of the Division of Marketing.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 8747. SUBJECT FILE. Records in paper and electronic formats concerning correspondence pertaining to the division. File includes information pertaining to tractor pulls, Western North Carolina and Charlotte Farmers Markets, Western North Carolina Agricultural Center, products graded reports, and energy reports.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

Item 47582. COMMODITY DATABASE (ELECTRONIC) FILE. Electronic records concerning presidents, secretaries, and advisors to the various commodity associations in the state. Electronic file includes individuals' names and addresses. Data is entered into this database by office personnel. (File maintenance and backup procedures are conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

**Department of Agriculture and Consumer Services
Division of Marketing
Domestic and International Trade**

Item 8749. MARKETING SPECIALIST CORRESPONDENCE FILE. Records in paper and electronic formats concerning general correspondence for domestic and international trade.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 8835. ADMINISTRATIVE CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence and memorandums for domestic and international trade.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

Item 8840. PUBLIC RELATIONS FILE. Records in paper and electronic formats concerning public relations information about international trade. File includes newspaper clippings, news releases, and speeches.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 8841. COMMODITIES FILE. Reference copies of information concerning various commodities.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 8842. COUNTRIES INFORMATION FILE. Records in paper and electronic formats concerning countries which are buyers or prospective buyers of North Carolina agricultural products. File includes correspondence, reference materials, requests, trade leads, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Engineering Section**

Item 8859. CORRESPONDENCE FILE. Record and reference copies of correspondence with division engineers.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Property and Construction Division.

Item 8864. SUBJECT FILE. Record copies of information concerning processing and building materials for the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Property and Construction Division.

Item 8865. PROJECT FILE. Record copies of information concerning engineering assistance by the section. File includes information on equipment, blueprints, construction records, and other related projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Property and Construction Division.

Item 8866. ENGINEERING DRAWINGS FILE. Record copies of drawings of various types of agricultural plants.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Property and Construction Division.

**Department of Agriculture and Consumer Services
Division of Marketing
Fruit and Vegetable**

Item 8777. FRUIT AND VEGETABLE MONTHLY REPORT FILE. Records in paper and electronic formats concerning monthly reports sent to the federal government. File includes monthly settlements and cooperative inspection agreements with the federal government.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 8778. FOOD SAFETY AND QUALITY SERVICE INSPECTION CERTIFICATE FILE. Terminal market inspection certificates concerning fruit and vegetables.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8779. SUBMITTED SAMPLE CERTIFICATE FILE. Records in paper and electronic formats of certificates concerning submitted samples.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 8780. DUMPING CERTIFICATES FILE. Records in paper and electronic formats of information concerning dumping certificates.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 8781. FRUIT AND VEGETABLE INSPECTION REPORTS FILE. Records in paper and electronic formats of reports concerning fruit and vegetables inspections.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 8782. FEDERAL-STATE INSPECTION CERTIFICATE FILE. Records concerning shipment inspections.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8783. CORRESPONDENCE AND MEMORANDUMS FILE. Reference copies in paper and electronic formats of correspondence and memorandums concerning division activities.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Fruit and Vegetable**

Item 8788. LICENSEES' PERFORMANCE RATING FILE. Reference copies of information concerning licensees' performance rating.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8790. FEDERAL BILL FILE. Records in paper and electronic formats concerning federal bills for fees and charges.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8791. STATE BILL FILE. Records in paper and electronic formats concerning state bills for cooperative inspection services.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8793. TRANSMITTAL OF REMITTANCES FILE. Records concerning transmittals of remittance.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8796. POTATO ASSOCIATION FILE. Reference copies of records concerning the Potato Association. File includes bylaws, advertising materials, meetings information, reference materials on potatoes, correspondence, rules and regulations, and minutes. File also includes financial data such as checkbooks, bank statements, disbursement records, and audit reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 8797. POTATO REFERENCE FILE. Records concerning potato production in North Carolina. File includes award dinner agendas, news releases, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Department of Agriculture and Consumer Services
Division of Marketing
Fruit and Vegetable**

Item 8798. CONTRACT FIRMS FILE. Listings concerning bonded companies authorized to produce commodities in North Carolina under the Handler's Act.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after company becomes inactive.

Item 8799. GENERAL CORRESPONDENCE FILE. Records in paper and electronic formats of general correspondence concerning horticultural crops.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 8801. VISUAL AIDS FILE. Records in paper and electronic formats of visual aids for official use of the section. File includes photographs and digital photographs.

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

Item 8815. APPLES AND PEACHES STOP SALE FILE. Records concerning apple and peach sale violations. File includes stop sale orders for apples and peaches in retail stores and correspondence pertaining to the violations.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 8816. APPLES AND PEACHES VIOLATION FILE. Records concerning violations in the sale of apples and peaches.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Grain, Cotton, Transportation, and Cooperative Section**

Item 216. COOPERATIVES FILE. Records concerning cooperatives. File includes listings of cooperatives, dissolved cooperatives, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 8752. COTTON GIN FILE. Listings, statistical information, and documents concerning cotton gins and firms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after company becomes inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 8753. GRAIN FIRMS FILE. Listings and documents concerning grain firms in North Carolina. File includes information pertaining to statistical analysis and different types of grain.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after company becomes inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 8754. TRANSPORTATION FILE. Records concerning transportation in North Carolina. File includes information pertaining to special interests and billings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 8756. GRAIN INSPECTION CERTIFICATE (CAR AND TRUCK LOTS) FILE. Certificates concerning grain inspection for each car and truck load.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8757. GRAIN INSPECTION CERTIFICATE (CAR LOT) FILE. Certificates concerning grain inspection for each car lot.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Grain, Cotton, Transportation, and Cooperative Section**

Item 8758. SUBMITTED SAMPLE CERTIFICATE FILE. Certificates concerning submitted samples.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8759. HAY INSPECTION CERTIFICATE FILE. Certificates concerning hay inspections.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8760. DUMPING CERTIFICATES FILE. Records concerning dumping certificates.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8761. FEDERAL-STATE INSPECTION CERTIFICATE FILE. Records concerning shipment inspection certificates.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8762. CORRESPONDENCE AND MEMORANDUMS FILE. Reference copies in paper and electronic formats of correspondence and memorandums concerning division activities.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8767. LICENSEES' PERFORMANCE RATING FILE. Reference copies of records concerning licensees' performance ratings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8769. WEEKLY WORK SHEETS FOR GRAIN FILE. Weekly work sheets for grain.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 8770. AFLATOXIN TESTS AND FUMIGATION RESULTS FILE. Records concerning results of aflatoxin and fumigation tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Grain, Cotton, Transportation, and Cooperative Section**

Item 8771. FEDERAL BILLS FILE. Records concerning federal bills for fees and charges.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8772. STATE BILLS FILE. Records concerning state bills for cooperative inspection services.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8774. TRANSMITTAL OF REMITTANCES FILE. Records concerning transmittals of remittance.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Department of Agriculture and Consumer Services
Division of Marketing
Livestock Section**

Item 8821. GENERAL CORRESPONDENCE FILE. Reference copies of records in paper and electronic formats concerning the section. File includes graders' correspondence, revolving fund correspondence, shipment reports, activity reports, livestock association information, livestock buyer lists, news releases, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8822. REVOLVING FUND LEDGER FILE. Reference copies of records concerning revolving fund ledgers used to list money received and paid out of the fund. File includes information on fees used to buy livestock from farmers and paid back with interest.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 8823. MEAT GRADING BILLS FILE. Reference copies of invoices for daily meat inspections.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8824. SWINE GRADING REPORTS FILE. Reference copies of daily swine grading reports. File includes information on head, price, and total.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8825. COUNTY FAIRS FILE. Records concerning county fairs. File includes fair books, information or fair exhibits, score sheets, and copies of fair licenses.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of Public Affairs.

**Department of Agriculture and Consumer Services
Division of Marketing
Market News Section**

Item 8843. CORRESPONDENCE FILE. Correspondence in paper and electronic formats concerning marketing news.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 8844. AGRICULTURAL PRODUCTS SALES PRICE REPORTS FILE. Leased wire and Free On Board (FOB) reports received daily on poultry, eggs, livestock, fruits and vegetables, and grain. Reports list sales, prices, trends, and volume from markets around the country. Fruits and vegetables, poultry, and egg reports prices and trends are considered confidential. (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected and published.)

DISPOSITION INSTRUCTIONS: Destroy in office after 6 months.

Item 8845. FREE ON BOARD (FOB) REPORTS AND "ON THE MARKET SIDE" TAPES FILE. "On the Market Side" tapes and FOB reports on various commodities.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 8848. AGRICULTURE COMMODITIES REPORTS FILE. Reports concerning agricultural commodities. Reports include statistical information on poultry, eggs, grain, livestock, and fruits and vegetables. File also includes working papers which are considered confidential. (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected and published.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 8849. POULTRY AND EGG FILE. Records in paper and electronic formats concerning daily, weekly, and periodic reports received from poultry and egg markets around the state and country. Reports include information on egg movements, poultry slaughtering, prices, and statistical data. File also includes correspondence received from the U.S. Department of Agriculture.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Market News Section**

Item 8850. LIVESTOCK FILE. Records in paper and electronic formats concerning weekly, monthly, and periodic reports from livestock markets around the state and country. Reports include information on livestock sales and slaughters. File also includes correspondence and publications received from U.S. Department of Agriculture pertaining to livestock.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

Item 8851. FRUIT AND VEGETABLE FILE. Daily and periodic reports concerning fruit and vegetable products. Reports include fruit and vegetable prices, volume, and other statistical data from markets around the state. File also includes working papers which are considered confidential. (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected and published.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 8852. GRAIN FILE. Reports concerning grain prices and trends. Reports include statistical data from various markets around the state. File also includes working papers which are considered confidential. (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected and published.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 8853. TOBACCO FILE. Daily, weekly, and periodic teletype reports received via leased wire from U.S. Department of Agriculture (USDA) concerning tobacco. Reports include tobacco prices, trends, and sales location from various sources.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 47581. MARKET NEWS DATABASE (ELECTRONIC) FILE. Electronic records concerning agricultural commodities such as livestock, fruits and vegetables, poultry, eggs, and grain. Electronic file includes sale results, trends, volume of sales, and other related data. Data is entered into this database from field and office reporters. May also include data which is considered confidential. (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected and published.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 10 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Markey News Section**

Item 8857. WEEKLY NEWSLETTERS FILE. Records in paper and electronic formats concerning weekly newsletters published by the division concerning poultry and eggs, livestock, cattle auctions, sweet potatoes, and grain.

DISPOSITION INSTRUCTIONS: Destroy in office electronic version of records after 1 year. Retain in office paper records permanently.

**Department of Agriculture and Consumer Services
Division of Marketing
Poultry Section**

Item 8804. CORRESPONDENCE AND REPORTS FILE. Records in paper and electronic formats of correspondence of specialists. File includes weekly activity reports and monthly expense reports.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 8805. POULTRY AND EGGS GENERAL FILE. Reference copies of records concerning poultry and eggs. File includes copies of the "Agricultural Review," export trade information, State Fair information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 8807. POULTRY AND EGGS PROCESSING SUBJECT FILE. Records concerning poultry and egg processing. File includes charts on eggs, drying plant information, egg handling systems materials, surveys, washing and storing operations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8808. BLUEPRINTS FILE. Reference copies of egg packing facilities blueprints. (Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 8809. EGG MARKETING SUBJECT FILE. Records concerning the marketing of eggs. File includes special reports, committee minutes, surveys, Egg Marketing Act materials, and weekly/monthly reports. Weekly reports are entered into the Egglaw Database (Electronic File (Item 47583)).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 8810. VIOLATION HEARINGS FILE. Records concerning hearings for retailer violations in marketing eggs. File includes findings of hearing to determine if retailer can continue business.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**Department of Agriculture and Consumer Services
Division of Marketing
Poultry Section**

Item 8811. VIOLATIONS LEDGER FILE. Ledgers showing poultry violations. File includes names, dates, and violations.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 8813. EGG PRODUCTS FILE. Reference copies in paper and electronic formats concerning approvals for companies to process and sell egg products. (Approvals are renewed annually.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 8814. REGULATIONS FILE. Records concerning poultry marketing and regulatory matters. File includes U.S. Department of Agriculture standards and specifications for aspects of the program and poultry, shell eggs, and egg products information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 8818. FEDERAL ACCOUNTING PERIOD REPORTS FILE. Federal reports and certificates concerning the grading program. File includes volume of products graded, charges to plants, federal reports, and claims to federal government for cooperative agreement reimbursements. Data is entered into either School Lunch Database (Electronic) File (Item 47584), Shell Egg Billing Database (Electronic) File (Item 47585), Poultry Program Cost Database (Electronic) File (Item 47586), or Poultry Billing Database (Electronic) File (Item 47587).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

Item 8819. GENERAL SUBJECT (FEDERAL INSPECTIONS) FILE. Records in paper and electronic formats of correspondence and information concerning the federal poultry inspection offices in Gastonia and Washington, DC. File includes correspondence, equipment information, and federal reports.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Poultry Section**

Item 8820. PLANT FILE. Records concerning plants which fall under the division's cooperative agreements. File includes contracts and correspondence from regional and national company offices or headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after contract expires if no litigation, claim, audit, or other official involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47583. EGGLAW DATABASE (ELECTRONIC) FILE. Electronic records concerning reports written by egg inspectors. Electronic file includes weekly reports. Data is entered into this database from the Egg Marketing Subject File (Item 8809). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 4 years.

Item 47584. SCHOOL LUNCH DATABASE (ELECTRONIC) FILE. Electronic records concerning inspections of food products that are stored in lunch distribution program facilities in the state. Electronic file includes federal reports. Data is entered into this database from the Federal Accounting Period Reports File (Item 8818). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

Item 47585. SHELL EGG BILLING DATABASE (ELECTRONIC) FILE. Electronic records concerning the grading of eggs in processing plants. Electronic file includes forms documenting the hours worked by inspectors in the processing plants for reimbursement from the federal government. Data is entered into this database from the Federal Accounting Period Reports File (Item 8818). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Poultry Section**

Item 47586. POULTRY PROGRAM COST DATABASE (ELECTRONIC) FILE. Electronic records concerning requests for reimbursements from the federal government for certifying that food products meet United States Department of Agriculture (USDA) specifications. Electronic file includes reimbursement requests for office space, postage costs, telephone service, and school lunch program expenses. Data is entered into this database from the Federal Accounting Period Reports File (Item 8818). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

Item 47587. POULTRY BILLING DATABASE (ELECTRONIC) FILE. Electronic records concerning the processing of poultry in poultry plants. Electronic file includes completed forms documenting hours worked by inspectors in the plants. Data is entered into this database from the Federal Accounting Period Reports File (Item 8818). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

Item 47588. POULTRY PAYROLL DATABASE (ELECTRONIC) FILE. Electronic records concerning temporary employees' payroll for federal Occupational, Safety and Health Administration (OSHA) reports in order to document number of employees and hours worked during each quarter. Electronic file includes names of employees and number of hours worked. Data is entered into this database by office personnel. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Tobacco Affairs Section**

Item 217. CORRESPONDENCE FILE. Records in paper and electronic formats of office correspondence. File includes correspondence with the commissioner, interdepartmental memorandums, annual reports, and monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 218. TOBACCO SALES REPORT FILE. Tobacco sales report used for programming the monthly leaf tobacco sales reports. File includes each tobacco warehouse number, name, and location; number of pounds sold for producers, dealers, and warehouses; and notarization. (Formerly Tobacco Sales Ledger File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8828. TOBACCO WAREHOUSE MONTHLY REPORTS FILE. Monthly reports concerning tobacco sales in individual tobacco warehouses. File includes warehouse numbers; amounts sold by producers, dealers, and warehouse average amount of producers sales and poundage; and totals for each month and season. (Formerly Individual Warehouse Reports Ledger.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8830. TOBACCO REFERENCE FILE. Records concerning history of tobacco in North Carolina. File includes information on conferences, reports, publications, newspaper clippings, Tobacco Research Committee meetings, records marketing activities, bulletins, tobacco hearings, laws and regulations, warehouse audit records, and flue-cured tobacco grading school data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when agency need 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 8831. DAILY WAREHOUSE SALES REPORTS FILE. Reference copies in paper and electronic formats of daily warehouse sales reports published by Market News Section. File includes information on the tobacco markets, total pounds of tobacco, value, average price, and total sale per season each day.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

**Department of Agriculture and Consumer Services
Division of Marketing
Tobacco Affairs Section**

Item 8832. TOBACCO SALES REPORT BY COUNTIES FILE. Records in paper and electronic formats concerning tobacco sales reports listed by counties for the N.C. Department of Revenue. File includes records on county, town, warehouse, proprietor, producer pounds, dealer resales, warehouse resales, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

Item 8833. TOBACCO INFORMATION FILE. Records concerning tobacco-related publications used for research and distribution.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

