

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF THE COMMISSIONER

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

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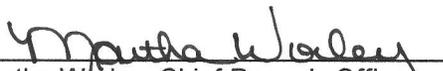
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

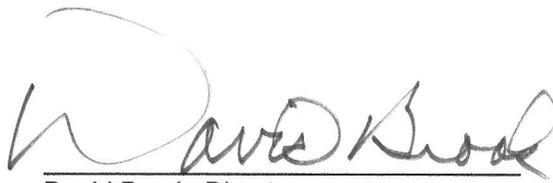
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



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



David Brook, Director
Division of Historical Resources

APPROVED



Steven Troxler, Commissioner
Department of Agriculture and Consumer Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

January 29, 2008

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**Department of Agriculture and Consumer Services
Office of the Commissioner**

Item 221. ADMINISTRATIVE FILE. Records concerning the commissioner and the Office of the Commissioner. File includes correspondence with the public, legislators, the governor, the President, state officials, federal officials, commissions, and corporations. File also includes reference copies of Board of Agriculture minutes (for the record set of minutes, see Legal Affairs Division, Board of Agriculture Minutes and Hearings File, Item 23997), newspaper clippings on topics of interest, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office reference copies of Board of Agriculture minutes when administrative value ends. Transfer remaining records 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 222. DIVISION AND STATE AGENCY FILE. Correspondence concerning the commissioner, divisions of the department, and state agencies. File also includes correspondence regarding various projects undertaken by the department and state agencies.

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 9160. SCRAPBOOK FILE. Scrapbooks concerning the department and the commissioner. Scrapbooks include newspaper clippings, photographs, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Public Affairs Division.

Item 9161. ENGAGEMENT INVITATIONS FILE. Invitations concerning fulfilled and/or declined engagements by the commissioner.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 37726. SPEECHES FILE. Speeches given by the commissioner to various organizations and/or groups of individuals. Speeches contain notations by the commissioner.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when commissioner's term expires. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Item 45417. COUNCIL OF STATE MINUTES FILE. Reference copies of Council of State minutes and agendas.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45418. SUBJECT CORRESPONDENCE FILE. Records concerning various topics of interest to the department. File includes correspondence and reports regarding various committees and programs, newspaper clippings regarding legal affairs, brochures, publications, and other related records. File also includes records on the disposal of hazardous waste.

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 48113. DAILY CORRESPONDENCE LOG FILE. Records in paper and electronic formats of the daily log of correspondence received by the office in order to track the flow of correspondence in the office.

DISPOSITION INSTRUCTIONS: Destroy in office electronic versions of records when reference value ends. Destroy in office paper records after 3 years.

Item 48114. COMMISSIONER'S CALENDAR FILE. Records in paper and electronic formats concerning the commissioner's office calendar. File includes office appointments, daily schedules, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records annually and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 5 years for immediate transfer to the custody of the Archives.

