

**DEPARTMENT OF COMMERCE –ECONOMIC DEVELOPMENT PARTNERSHIP OF NORTH
CAROLINA**

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

ECONOMIC DEVELOPMENT PARTNERSHIP OF NORTH CAROLINA

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 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. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

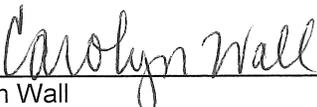
The Department of Commerce and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends.*" The Department of Commerce hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Commerce and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Commerce agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Commerce agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Carolyn Wall
Chief Records Officer



Christopher Chung, CEO
Economic Development Partnership of N.C.



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



John E. Skvarla II, Secretary
Department of Commerce



Susan W. Kluttz, Secretary
Department of Cultural Resources

DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP
OF NORTH CAROLINA

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved August 7, 2015, by changing the description of Item 14831 and discontinuing Items 13191 and 37296, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

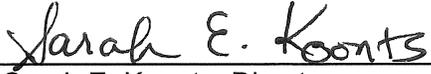
APPROVAL RECOMMENDED



A. John Hoomani
Chief Records Officer



Christopher Chung, CEO
Economic Development Partnership of N.C.

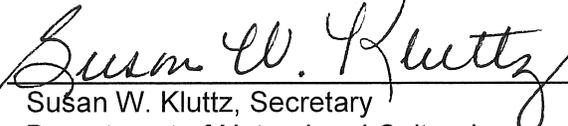


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



John E. Skvarla III, Secretary
Department of Commerce



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF NORTH CAROLINA

ITEM 14885. ANNUAL REPORTS FILE

Records in paper and electronic formats concerning annual summary of activities of the Economic Development Partnership to the Department of Commerce. (Comply with G.S. § 132-6(d) regarding the confidentiality of industrial projects.)

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. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives.

ITEM 14771. BOARD FILE

Records in paper and electronic formats concerning the management and administration of the Economic Development Partnership. File includes correspondence, meeting materials, minutes, lists of board members, letters of appointment, speeches, and other related records. (Comply with G.S. § 132-6(d) regarding the confidentiality of industrial projects.)

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. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives.

ITEM 48351. CEO'S CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, sent or received by the CEO concerning the management and administration of the Economic Development Partnership. File includes correspondence and memoranda with but not limited to: state agencies, Governor, Lieutenant Governor, individuals, various organizations, staff members, and companies. (Comply with G.S. § 132-6(d) regarding the confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
BUSINESS RECRUITMENT**

ITEM 398. PROJECTS FILE

Records in paper and electronic formats concerning foreign and domestic clients. File includes correspondence, reports, annual reports of companies, brochures, memoranda, plans, and photographs of industrial clients. (Comply with applicable provisions of G.S. § 132-1.2 concerning the confidentiality of business or technical information that gains value from not being readily known and G.S. § 132-6(d) regarding the confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Export all public record data, including attachments, from customer relationship management system 5 years after the completion or cancellation of project. Transfer data to the State Records Center for immediate transfer to the custody of the Archives. Destroy paper records in office when reference value ends.

ITEM 14766. VICE PRESIDENT'S FILE

Records in paper and electronic formats concerning business recruitment activities in North Carolina. File includes reports, legislative documentation, correspondence, and other related records. (Comply with applicable provisions of G.S. § 132-1.2 concerning the confidentiality of business or technical information that gains value from not being readily known and G.S. § 132-6(d) regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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All items following under
Business Recruitment are
Discontinued or Transferred.**

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
BUSINESS RECRUITMENT**

ITEM 14768. ALPHABETICAL FILE

Alphabetical file consisting of reference copies of budget information, reports, speeches, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14874. CLIENTS ASSIGNMENT FILE

Electronic records listing name and address of each company, date assigned, assigned number, remarks, and status of prospect.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Projects File (Item 398).

ITEM 45746. CLIENTS FILE

Records concerning businesses in North Carolina requesting information or assistance from agency. File includes client demographic data, correspondence, status reports, and other related records. (Center for Entrepreneurship and Technology abolished June 30, 2001)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36454. COMMUNITY PROFILES FILE

Records concerning demographic information for communities in North Carolina. File includes list of population and other vital statistics.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Reference File.

ITEM 45747. CONTRACTS AND GRANTS FILE

Federal contracts and grants awarded to Center for Entrepreneurship and Technology and contracts awarded by Department of Commerce to outsiders for developing programs to create more small business and entrepreneurial development programs for disadvantaged persons in inner cities and rural areas. File also includes correspondence and progress reports. (Center for Entrepreneurship and Technology abolished June 30, 2001)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14841. CORRESPONDENCE FILE

Correspondence to the director, staff members, and companies. File also includes reference copies of board meeting minutes and agendas.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Vice President's File (Item 14766). Records currently held at the State Records Center will be immediately transferred to the custody of the Archives.

ITEM 28914. DIRECTORY OF NORTH CAROLINA STATE BUSINESS LICENSES AND PERMITS AUTHORIZATION (ELECTRONIC) FILE

Electronic records concerning compilation of the "Directory of North Carolina State Business Licenses and Permits" by the office. File includes lists of business licenses and permits, confirmation of licenses and permits by state agencies, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45748. ENTREPRENEURIAL ORGANIZATIONS FILE

Correspondence concerning entrepreneurial organizations involvement in economic development. File also includes publications. (Center for Entrepreneurship and Technology abolished June 30, 2001)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
BUSINESS RECRUITMENT**

ITEM 45749. VENDORS FILE

Records concerning payments to vendors and suppliers for goods and services provided. File includes invoices, requisitions, check copies, cash disbursement code sheets, and other related records. (Center for Entrepreneurship and Technology abolished June 30, 2001)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
GLOBAL BUSINESS SERVICES**

ITEM 38385. FOREIGN EXPORT FILE

Records concerning foreign export trade. File includes published articles, marketing information, correspondence, profiles, trade mission reports, and other related records. (Comply with applicable provisions of G.S. § 132-1.2 concerning the confidentiality of business or technical information that gains value from not being readily known and G.S. § 132-6(d) regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 38386. FOREIGN TRADE SHOWS FILE

Records concerning foreign trade shows. File includes correspondence with participating companies, applications, reference copies of expense records, lists of contacts, itineraries, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 37310. GENERAL TRADE SHOWS FILE

Records concerning trade shows in which the division has participated. File includes proposals, publicity results, financial reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 37299. MISSION AND TRADE FAIR REPORTS FILE

Records concerning trade leads obtained at trade fair shows. File includes list of potential clients, statistical reports, and potential product distributors information for N.C. exporters.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after entered into customer relationship management system.

ITEM 37305. NORTH CAROLINA ACTIVE COMPANIES FILE

Records concerning company information on past clients who have participated in trade show events. File includes correspondence, trade show applications, and product information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37306. NORTH CAROLINA INACTIVE COMPANIES FILE

Records concerning prospective client companies who have not yet participated in a trade show event. File includes correspondence, company information sheets, and product listings.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37301. SERVICE COMPANIES FILE

Records concerning services provided to N.C. companies looking for a specific service pertaining to exporting but not offered by the state. File includes listings of international accountants, interpreters, survey forms, and back-up material for each company listed.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 37293. TRADE PROGRAMS FILE

Records concerning ongoing programs related to international trade. File includes reports, membership applications, publications on Southern Governor's Association, listings of current N.C. Export Council members, and other related records of similar programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 38396. TRADE SHOW APPLICATIONS FILE

Applications listing furniture companies' names and countries. File includes listing of key export contacts and titles, primary function of company, brief description of products, and competitive advantage of products.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of trade show.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
GLOBAL BUSINESS SERVICES**

ITEM 37292. VICE PRESIDENT'S FILE

Records in paper and electronic formats concerning existing industries, international trade, and Business Link North Carolina (BLNC). File includes correspondence, reports, allies' information, legislative documentation, unisphere founding documentation, and other documentation relating to foreign trade subzone and export trading. (Comply with applicable provisions of G.S. § 132-1.2 concerning the confidentiality of business or technical information that gains value from not being readily known and G.S. § 132-6(d) regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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All items following under
Global Business Services
are Discontinued or Transferred.**

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
GLOBAL BUSINESS SERVICES**

ITEM 28912. CLIENT INQUIRIES (ELECTRONIC) FILE

Electronic records concerning all business license information inquiries received by the office.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Requests for Information File.

ITEM 47289. COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE (ELECTRONIC) FILE

Database containing records used in the daily operation of the division. Records include but are not limited to: list of contacts, client tracking, Business Development Managers File 14782, Item 38392. N.C. FURNITURE EXPORT OFFICE (ELECTRONIC) FILE, Item 38394. REFERRAL STATISTICS FILE a directory of the organization, sites and buildings available for trade shows and industrial development, and statistics. (File maintenance and back up procedures conducted daily by MIS.) (Comply with applicable provisions of G.S. 132-1 concerning the confidentiality of business or technical information that gains value from not being readily known and G.S.132-6 regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Business Recruitment, Projects File (Item 398).

ITEM 14782. INTERNATIONAL BUSINESS DEVELOPMENT FILE

Records concerning international business development. File includes correspondence, reports, publications, and working papers.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Foreign Export File (Item 38385).

ITEM 38389. MARKET RESERVATION FILE

Records concerning accommodations for clients while doing business at the High Point Furniture Market. File includes Chamber of Commerce information relating to housing and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 409. MISSION TRIPS, SEMINARS, AND CONFERENCES FILE

Records concerning trade missions to promote business locations within the state to overseas companies and any related seminars and conferences. File includes information regarding the Governor's Overseas Mission and other missions by the Governor and state representatives to Europe and Japan. File also includes correspondence, reports, itineraries, pamphlets, workshop presentations, workshop evaluations, advisory committee materials, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Foreign Export File (Item 38385).

ITEM 47256. MOTOR VEHICLE INDUSTRY CLUSTER DATABASE (ELECTRONIC) FILE

Electronic records compiled from various sources including, Reference USA, and Harris Infosource databases, company web pages, phone conversations, and surveys of department personnel and others. Records used to provide information on those companies involved in the manufacturing of motor vehicles and heavy equipment. File includes location, Standard Industrial Classification, contact information, estimated employees and other statistical data about the company. (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 38395. RELOCATION FILE

Bid quotes concerning the relocation of the N.C. Furniture Export Office. File includes names of contractors and estimated cost.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
GLOBAL BUSINESS SERVICES**

ITEM 37289. TRACKING (CURRENT YEAR) FILE

Records concerning all division publicity. File includes newspaper clippings, documentation of meetings attended, speeches, list of foreign visitors, and press releases.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 37314. TRACKING (PRIOR YEARS) FILE

Records concerning year-ending summaries compiled from tracking results. File includes newspaper clippings, statistical results, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
TOURISM AND MARKETING**

ITEM 14789. ADVERTISING COST NOTEBOOK FILE

Official copies of documents placed in notebooks listing name of each publication, circulation, size of advertisement, cost, and date.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends. Destroy records held at the State Records Center as of 8/7/2015 immediately.

ITEM 14826. ANNUAL EVENT FILE

Official copies of documents listing events of interest to the division held throughout North Carolina each year.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 48352. DIGITAL MEDIA FILE

Electronic records concerning audio-visual documentation of EDPNC activities. File includes digital photographs and videos.

DISPOSITION INSTRUCTIONS: Transfer electronic records uploaded to websites or social media to the State Records Center after 5 years for immediate transfer to the custody of the Archives.

ITEM 399. GENERAL ADVERTISING AND CORRESPONDENCE FILE

Official copies of correspondence concerning proposals for advertising in publications. File includes copies of minutes, advertising agency correspondence, newspaper clippings, contracts, and other related data regarding the division.

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 14787. GOVERNOR'S CONFERENCE FILE

Official copies of correspondence and speeches. File includes agenda and conference expenditure records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years registration forms and other transitory records. Transfer remaining records to the State Records Center after 3 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 14791. INQUIRIES FILE

Official copies of inquiries concerning North Carolina as a vacation site received from various sources. File includes weekly and monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 400. PERMANENT PUBLICATION FILE

Official copies of maps, brochures, and other records related to divisional publications.

DISPOSITION INSTRUCTIONS: Transfer 10 copies of each publication to the State Documents Clearinghouse, State Library of North Carolina, in accordance with G.S. § 125-11.7 and § 125-11.8. Transfer to the State Records Center remaining records 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 14831. PHOTOGRAPH FILE

Official copies of photographic materials used for the promotion of tourism in North Carolina. Amended 11-20-2015

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
TOURISM AND MARKETING**

ITEM 401. REPORTS FILE

Official copies of monthly, quarterly, semi-annual, annual, and biennial reports.

DISPOSITION INSTRUCTIONS: Transfer annual reports to the State Records Center after 3 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 14790. RESEARCH FILE

Official copies of pamphlets and published surveys concerning tourist attractions in the state. File includes reference materials and media requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14801. TOURISM DATA FILE

Official copies of statistical data concerning the growth of travel and tourism in North Carolina. File includes data on the economic impact of the travel industry and expenditure reports.

DISPOSITION INSTRUCTIONS: Transfer reports 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 14824. TRAVEL EDITOR CORRESPONDENCE FILE

Official copies of correspondence from newspapers, magazines, and writers requesting travel information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14823. TRAVEL EDITOR NEWS RELEASES FILE

Official copies of news releases concerning travel opportunities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 14840. TRAVEL TRADE PROGRAM FILE

Official and information copies of data concerning special projects. File includes group travel records, membership listings of tour brokers, correspondence, and inquiries received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years. Destroy records held at the State Records Center as of 8/7/15 immediately.

ITEM 14839. VICE PRESIDENT'S CORRESPONDENCE FILE

Records in paper and electronic formats concerning the organization and daily operation of the Tourism and Marketing Division. File includes correspondence, policies, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center at the end of the Vice President's term in office. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
TOURISM AND MARKETING**

**All items following under Tourism and Marketing
are Discontinued or Transferred.**

ITEM 14788. ADVERTISEMENTS FILE

Official copies of advertisements which were placed in magazines.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to General Advertising and Correspondence File (Item 399).

ITEM 14785. ALL-POINTS ADVERTISING PROGRAM FILE

Official copies of documents concerning objectives, budgets, advertisements, news releases, and publications.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 14816. FISHING AND HUNTING REGULATIONS IN NORTH CAROLINA FILE

Official copies of pamphlets detailing the North Carolina Wildlife Commission's hunting, trapping, and fishing regulations.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14814. FISHING INFORMATION BULLETINS FILE

Official copies of data concerning fishing.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14834. GLOSSY PRINT FILE

Official copies of 8x10 glossy prints.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 14820. INDEX CARD FILE

Official copy of a card file listing names of tournament participants, addresses of participants, types of fish caught, weights of fish, categories of fish, and dates information received.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14822. INDIVIDUAL CENTER FILE

Official copies of data concerning architectural design of welcome centers. File includes information regarding dedications, repairs, maintenance, and contracts.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Commerce.

ITEM 14795. INQUIRY PRINTOUT FILE

Official copies of travel and tourism category recapitulations.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14797. MATCHING FUND FILE

Official copies of documents concerning the matching grant program. File includes correspondence from individuals requesting funding for travel promotions.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14829. NEGATIVE AND SLIDES FILE

Official copies of listings of photographic slides.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
TOURISM AND MARKETING**

ITEM 14830. NEGATIVES INDEX FILE

Official copies of documents listing name, subject, location, and description of each negative.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 14836. NEGATIVES NOTEBOOK FILE

Official copies of documents listing number, subject, and description of each negative.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 14811. NEWS RELEASES FILE

Official copies of articles and news releases concerning hunting and fishing.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 3839. NORTH CAROLINA WELCOME CENTER SUBJECT FILE

Official copies of correspondence with individuals, state agencies, organizations, and companies.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Commerce.

ITEM 14810. OUTDOOR EDITOR FILE

Official copies of correspondence with freelance writers. File includes speeches, news releases, fishing information, maps, charts, and information concerning lakes and outdoor centers.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14800. OUT-OF-STATE ADVERTISING MATERIAL FILE

Official copies of maps, brochures, and press releases from other states.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14803. PENDING FILE

Official copies of data concerning current projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14833. PHOTO-CONTACT FILE

Official copies of documents listing names and addresses of contacts.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 14832. PHOTOGRAPH INDEX FILE

Official copy of an index listing subject, number, and description of each photograph.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publicity File.

ITEM 14837. PHOTOGRAPHS REPORT FILE

Official copies of monthly reports concerning distribution of photographs.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14838. PHOTOGRAPH SOURCE FILE

Official copies of source data concerning photographs, articles, and news releases.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14827. POSTER FILE

Official copies of posters concerning North Carolina as a tourist attraction.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF COMMERCE – ECONOMIC DEVELOPMENT PARTNERSHIP OF
NORTH CAROLINA
TOURISM AND MARKETING**

ITEM 14818. PUBLICITY FILE

Official copies of newspaper clippings and magazine articles concerning events hosted by the director and division editors.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Publicity File. Destroy records held at the State Records Center as of 8/7/15 immediately.

ITEM 13270. REVISION FILE

Official copies of most current information used in publications.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14819. SALT WATER FISHING TOURNAMENT FILE

Official copies of correspondence with tournament participants. File includes data regarding rules, categories, trophy awards, weigh stations, news releases, locations of events, and application forms.

DISPOSITION INSTRUCTIONS: Item discontinued. Records no longer being created. Destroy records held at the State Records Center as of 8/7/15 immediately.

ITEM 14813. SOURCE FILE

Official copies of articles concerning boating, camping, fishing, hiking, and hunting.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14817. SOURCE INFORMATION FILE

Official copies of data concerning type of fish caught in North Carolina. Information for each catch includes location of catch and whether fish was caught in fresh or salt water.

DISPOSITION INSTRUCTIONS: Item discontinued. Records no longer being created. Destroy records held at the State Records Center as of 8/7/15 immediately.

ITEM 14812. TARHEEL OUTDOOR FILE

Official copies of published articles detailing North Carolina's outdoor activities.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14835. TRANSPARENCIES NOTEBOOK FILE

Official copies of documents listing number, subject, and description of each transparency.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14796. TRAVEL SHOW CORRESPONDENCE FILE

Official copies of correspondence concerning trade fairs, world fairs, European tours, and special projects. File includes contracts, shipping institutions materials, newspaper clippings, and other published articles.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14815. TROUT FISHING IN NORTH CAROLINA FILE

Official copies of brochures published by the Wildlife Resources Commission concerning trout fishing in North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records, Publications Received File.

ITEM 14821. WELCOME CENTER INFORMATION FILE

Official copies of statistics concerning attendance and traffic at welcome centers.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Commerce.