

DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR COMMUNITY DEVELOPMENT

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.

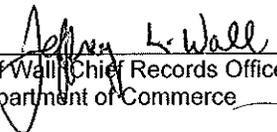
The Department of Commerce and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Public Instruction agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

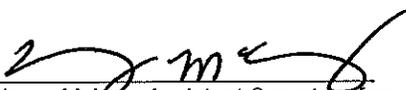
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 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

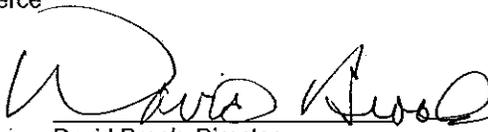
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

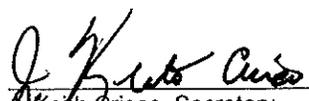
APPROVAL RECOMMENDED

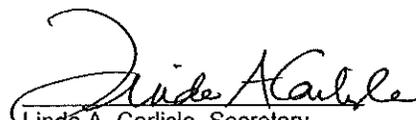

Jeff Wall, Chief Records Officer
Department of Commerce


Henry McKay, Assistant Secretary for
Community Development


David Brook, Director
Division of Historical Resources

APPROVED


Keith Crisco, Secretary
Department of Commerce


Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY INVESTMENT & ASSISTANCE
ADMINISTRATION SECTION**

ITEM 2514. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence, including e-mail, memoranda, and other records in paper and electronic formats concerning the organization and operation of the Division. File includes information concerning various committees and sub-organizations with which the division operates.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer records to the State Records Center after 4 years. Paper records will be held for agency in the State Records Center for 3 additional years and then transferred to the custody of the Archives. Electronic records, including e-mail, will be transferred immediately to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 2515. HOUSING AND URBAN DEVELOPMENT (HUD) PROGRAM FILE.

Records in paper and electronic formats, including e-mail, concerning various United States Department of Housing and Urban Development programs administered by the Division of Community Assistance. File includes correspondence, agreements between division and HUD; and program activities and guidelines.

DISPOSITION INSTRUCTIONS: Function and records transferred to Community Development Block Grant (CBDG) Program, Community Development Block Grant (CDBG) Compliance File (Item 17728).

ITEM 17682. COMMUNITY DEVELOPMENT COUNCIL FILE.

Records in paper and electronic formats concerning minutes of the council appointed by the Governor to advise the Secretary of the Department of Commerce on the development of community development block grants.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with the paper file. Transfer one copy of paper records to the State Records Center after 1 year. 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 paper and electronic copies when reference value ends.

ITEM 17684. LEGISLATIVE INQUIRIES FILE.

Records in paper and electronic formats concerning questions received by division from state legislators. File includes lists of calls, records of actions taken, departmental responses, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

ITEM 17695. AGENCY INFORMATION FILE.

Records concerning various state and federal agencies and programs. File includes federal budget information, program descriptions, and status of activities.

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

ITEM 17712. AID TO COUNCILS OF GOVERNMENT FILE.

Records concerning funds allocated by the North Carolina General Assembly to various councils of government. File includes requests by councils of government for money, records of payment, copies of resolutions from councils of government, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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DIVISION OF COMMUNITY INVESTMENT & ASSISTANCE
ADMINISTRATION SECTION**

ITEM 47442. ASSISTANT DIRECTORS' CORRESPONDENCE FILE.

Correspondence, including e-mail, and memorandums in paper and electronic formats to and from the Assistant Directors concerning grants, the formulation of policy, and the administration of the Division.

DISPOSITION INSTRUCTIONS: Function and records transferred to Director's Correspondence File (Item 2514).

**DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY INVESTMENT & ASSISTANCE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

ITEM 17691. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REPORT FILE.

Records in paper and electronic formats used to evaluate Community Development Block Grant (CDBG) program activities and accomplishments. File includes printouts, surveys, statistical tables, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 17693. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TASK FORCE FILE.

Records of activities and recommendations concerning 1985 CDBG Task Force. File includes public hearing records, final reports, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. No records found.

ITEM 17718. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICANTS FILE.

Records in paper and electronic formats, including e-mail, concerning municipal and county governments which were not awarded Community Development Block Grant (CDBG) funds. File includes original applications, project rating forms, correspondence, initial review forms, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue.

Transfer paper records to the State Records Center 3 years after all funding decisions are complete. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office remaining electronic records 8 years after all funding decisions are complete.

ITEM 17719. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GRANTEES FILE.

Records in paper and electronic formats, including e-mail, concerning closed out Community Development Block Grant (CDBG) programs administered by municipal and county governments. File includes correspondence, applications, reports, program compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer records to the State Records Center 1 year after project is closed and when released from all audits. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records, including e-mail, will be transferred immediately to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 17722. DEVELOPMENT PLANNING APPLICANTS FILE.

Records concerning municipal and county governments which were not awarded development planning funds. File includes original applications, project rating forms, correspondence, initial review forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 17723. DEVELOPMENT PLANNING GRANTEES FILE.

Records concerning closed out development planning programs administered by municipal and county governments. File includes applications, reports, program compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Community Block Grant (CBDG) Grantees File (Item 17719).

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DIVISION OF COMMUNITY INVESTMENT & ASSISTANCE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

ITEM 17724. HOUSING DEMONSTRATION APPLICANTS FILE.

Records concerning municipal and county governments which were not awarded housing demonstration funds. File includes original applications, project rating forms, correspondence, initial review forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 17725. HOUSING DEMONSTRATION GRANTEES FILE.

Records concerning closed out housing demonstration programs administered by municipal and county governments. File includes applications, reports, program compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Community Block Grant (CBDG) Grantees File (Item 17719).

ITEM 17726. URGENT NEEDS INQUIRIES FILE.

Correspondence from local governments used to determine whether or not legitimate urgent needs exist for specific community development grants.

DISPOSITION INSTRUCTIONS: Transfer records of approved grants to the Community Development Block Grant (CDBG) Grantees File (Item 17719) when grant is approved and transfer records of unapproved grants to the Community Development Block Grant (CDBG) Applicants File (Item 17718).

ITEM 17727. URGENT NEEDS GRANTEES FILE.

Records concerning closed out urgent needs programs administered by municipal and county governments. File includes applications, reports, program compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Community Block Grant (CBDG) Grantees File (Item 17719).

ITEM 17728. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COMPLIANCE FILE.

Records in paper and electronic formats, including e-mail, documenting compliance of the state Community Development Block Grant (CDBG) program with the United States Department of Housing and Urban Development rules and regulations. File includes a description of each CDBG program, documentation of required administrative match, final statement, grantee selection, contracts with the US Department of Housing and Urban Development, records documenting technical assistance, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer records to the State Records Center after 3 years. Paper records will be held for agency in the State Records Center for 5 additional years and then transferred to the custody of the Archives. Electronic records, including e-mail, will be transferred immediately to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 17759. SMALL CITIES' COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM GRANTS FILE.

Records concerning small cities' community development block grants funded by the United States Department of Housing and Urban Development. File includes applications, reports, compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed. Destroy all records remaining in State Records Center immediately.

**DEPARTMENT OF COMMERCE
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DIVISION OF COMMUNITY PLANNING**

ITEM 4021. REGIONAL FIELD OFFICE FILE.

Correspondence in paper and electronic formats, including, email, memoranda, reports, and other related records between the Chief Planners in the Regional and the Director of the Division of Community Planning.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records when reference value ends.

ITEM 49917. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence, including e-mail, memoranda, and other records in paper and electronic formats concerning the organization and operation of the division. File includes information concerning various committees and sub-organizations with which the division operates.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer records to the State Records Center after 4 years. Paper records will be held for agency in the State Records Center for 3 additional years and then transferred to the custody of the Archives. Electronic records, including e-mail, will be transferred immediately to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 49918. HISTORICAL PROJECT MAPS FILE.

Maps in paper, mylar or other similar hardcopy formats concerning planning projects completed by the division on behalf of local government entities (e.g., municipalities, counties). File includes land-use, zoning, revitalization, and other related maps. Maps date from approximately 1957 to 2000 and are stored in tubes arranged by municipality or county.

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center immediately. Records will be held in the State Records Center for 8 additional years and then transferred to the custody of the Archives.

ITEM 49919. PLANNING PROJECTS FILE.

Records in paper and electronic formats concerning planning projects completed by the division on behalf local government entities (e.g., municipalities or counties). Projects include land-use, ordinance, strategic, economic development, comprehensive, and other similar planning projects. File includes reference copies of maps generated by GIS applications, reports, studies, ordinances and other related project documentation. (Official copy of project documentation is transferred to the local government entity on behalf of which the project was completed.)

DISPOSITION INSTRUCTIONS: Retain in office permanently paper and electronic records (GIS) related to planning projects closed out in 1998 or later. Transfer paper records related to planning projects closed out before 1998 immediately to the State Records Center. Records will be held in the State Records Center for 5 additional years and then transferred to the custody of the Archives.

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DIVISION OF URBAN DEVELOPMENT

ITEM 49920. NORTH CAROLINA MAIN STREET PROJECTS FILE.

Records in paper and electronic formats, including e-mail, concerning the operation and implementation of Main Street programs. North Carolina Main Street Program is licensed by the National Trust for Historic Preservation. File includes correspondence between the office's Main Street staff and designated Main Street communities, memoranda, reports, design plans and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 49921. NORTH CAROLINA SMALL TOWN MAIN STREET PROJECTS FILE.

Records in paper and electronic formats, including e-mail, concerning the operation and implementation of Small Town Main Street programs. File includes correspondence between the office's Main Street staff and designated Main Street communities, memoranda, reports, design plans and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 49922. MAIN STREET FINANCIAL INCENTIVE FUND GRANTEES FILE.

Records in paper and electronic formats concerning applicants of the Main Street programs seeking funds provided by either federal or state authorities. File includes original applications, correspondence, project rating forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference ends, if no litigation, claim, audit, or other official action. If official action has been initiated, destroy in office after completion of action and resolution issues involved.

ITEM 49923. MAIN STREET SOLUTIONS FUND FILE.

Records in paper and electronic formats concerning applicants of the Main Street Solutions Fund program seeking funds provided by the state. File includes original applications, correspondence, project rating forms, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer records to the State Records Center 1 year after project is closed and when released from all audits. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records, including e-mail, will be transferred immediately to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.