

**DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT
BUSINESS AND INDUSTRY 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

BUSINESS AND INDUSTRY DEVELOPMENT DIVISION

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

BUSINESS AND INDUSTRY DEVELOPMENT DIVISION

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 This schedule is to remain in effect until superseded.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



Mac Ellis, Chief Records Officer
Department of Commerce



Ray Denny, Director
Business and Industry Development Division



David Brook, Director
Division of Historical Resources

APPROVED



James T. Fain III, Secretary
Department of Commerce



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 24, 2004

CSB

DEPARTMENT OF COMMERCE

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved September 24, 2004, by changing the disposition instructions for item 398, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

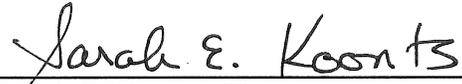
APPROVAL RECOMMENDED



Carolyn Wall
Chief Records Officer



David Spratley
Director of Business Development



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



John E. Skvarla III, Secretary
Department of Commerce



Susan W. Kluttz, Secretary
Department of Cultural Resources

**DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT
BUSINESS AND INDUSTRY DEVELOPMENT
BUSINESS LICENSE INFORMATION OFFICE**

ITEM 28912. CLIENT INQUIRIES (ELECTRONIC) FILE

Electronic records concerning all business license information inquiries received by the office. (File maintenance and back up procedures conducted daily by Management Information Systems (MIS).)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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. (File maintenance and back up procedures conducted daily by Management Information Systems (MIS).)

DISPOSITION INSTRUCTIONS: Erase/Destroy in office when superseded or obsolete.

ITEM 45683. APPOINTMENT REPORTING FORM FILE

Gender equity reports for appointing members to any regulatory board, commission, council, or committee of the State. Report includes name of board, commission, council, or committee, official making the appointment, number of appointments made, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

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BUSINESS AND INDUSTRY DEVELOPMENT
CLIENT SERVICES**

ITEM 393. REPORTS FILE

Monthly, quarterly, semi-annual, annual, and biennial reports. File includes data on new, proposed, and expanded industries in North Carolina. File also includes data on investments, employees, and products.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records currently held in the State Records Center to the Archives immediately.

ITEM 398. CLIENTS FILE

Records in paper and electronic formats concerning foreign and domestic clients. File includes correspondence, reports, annual reports of companies, brochures, memorandums, 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 regarding the confidentiality of industrial projects.) Amended 09-22-2014

DISPOSITION INSTRUCTIONS: Export all Salesforce data, including attachments, regarding inactive projects. Transfer files to the State Records Center for immediate transfer to the custody of the Archives. Destroy paper records in office when reference value ends.

ITEM 14854. CONFIDENTIAL DATA FILE

Data sheets concerning new and expanded industries. File includes newspaper clippings and other related records.

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

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: Maintain information in COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE (Electronic) File.

**DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT
BUSINESS AND INDUSTRY DEVELOPMENT
DIRECTOR'S OFFICE**

ITEM 14766. DIRECTOR'S CORRESPONDENCE FILE

Correspondence and memorandums with but not limited to: state agencies, Governor, Lieutenant Governor, individuals, various organizations, staff members, and companies

DISPOSITION INSTRUCTIONS: Transfer paper records 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. The electronic records (email) in this series also have long term or archival value and are not eligible for destruction or deletion. Complete and submit a form 99s every two years to the Government Records Branch. Transfer electronic records to the State Records Center (to be held by the Information Technology Branch) when administrative value ends. Records will be held for agency in the State Records Center 3 additional years and then transferred to the custody of the Archives.

ITEM 14767. DIVISION FILE

Reports, summaries, and correspondence concerning division programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives

ITEM 14768. ALPHABETICAL FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14771. BOARD FILE

Correspondence from the chairman concerning the divisions. File also includes meeting materials, minutes, lists of board members, letters of appointment, speeches, and special program records of the divisions.

DISPOSITION INSTRUCTIONS: Item Discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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 DIRECTOR'S CORRESPONDENCE FILE (Item 14766).

ITEM 14848. AIRPLANE REQUESTS FORMS FILE

Requests for use of the state's airplane for official trips.

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

**DEPARTMENT OF COMMERCE
ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT
BUSINESS AND INDUSTRY DEVELOPMENT
REGIONAL OFFICES**

ITEM 13188. REGIONAL OFFICE ADMINISTRATIVE FILE

Records concerning the daily administration of Business/Industry Development Division regional offices. File includes information regarding budgets, training, and other related subjects. File also includes correspondence, activity reports, travel logs, telephone logs, and other related records.

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

ITEM 13189. REGIONAL OFFICE SUBJECT FILE

Records concerning regional office operations. File includes information regarding recreation, rural development, plant location selection, advertising, annexation, Clean Air Act, taxation, flood insurance, and other related subjects pertinent to new industry, existing industry, small communities, and industrial sites. File also includes copies of legislation, regulations, guidelines, publications, and other related records.

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

ITEM 13191. SITES AND BUILDINGS FILE

Records concerning certified and uncertified, potential and existing, land sites and buildings available for industrial use in each region. File includes information regarding each site and building, profile sheets for each North Carolina community, and other related records. (Comply with applicable provisions of G.S.132-6 regarding the confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Enter information into COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE (Electronic) File. Once data has been entered into CAPS database and verified, destroy paper or electronic records in office.

ITEM 13193. REGIONAL OFFICE WORKSHOPS FILE

Records concerning workshops conducted by each regional office. File includes presentations information, schedules, listings of participants, evaluations, questionnaires, reference copies of correspondence, and other related records.

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

ITEM 14857. INDUSTRY REPORTS FILE

Industry reports listing company names, types of investments, business activities, planned investments, and anticipated payrolls.

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

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SUPPORT SERVICES**

ITEM 395. COUNTY BROCHURES FILE

Brochures listing specific data about counties in North Carolina and used to attract potential industry.

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

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 Commerce, Marketing Division.

ITEM 411. FOREIGN PROSPECT FILE

Correspondence from foreign companies concerning potential industrial development and investment in North Carolina. (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 regarding the confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Client Services Section, CLIENTS FILE (Item 398).

ITEM 3381. HISTORICAL PUBLICATIONS FILE

Publications relating to recruiting industry. File includes population statistics, employment statistics, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office when administrative value ends.

ITEM 14772. DIVISION CORRESPONDENCE FILE

Divisional correspondence with international banks; consultants; other states; federal agencies; other state agencies; the Governor; and other organizations, businesses, or individuals. File includes information concerning International Bank, Export Council, travel and development associations, Internship Program, labor unions, and other related subjects. File also includes memorandums, reports, newsletters, publications, publicity releases, itineraries, travel records, expenses records, copies of legislation, and other related records.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and Records transferred to DIRECTOR'S CORRESPONDENCE FILE (item 14766).

ITEM 14856. SURVEY OF MANUFACTURERS IN NORTH CAROLINA FILE

Completed survey forms used in publication of the Manufacturers Directory.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to Department of Commerce, Policy and Research Division.

ITEM 14858. AVAILABLE BUILDING FILE

Records concerning buildings in North Carolina which are available for industry. File includes information regarding construction, utility suppliers, and transportation. (Comply with applicable provisions of G.S.132-6 regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to SITES AND BUILDINGS FILE (Item 47318).

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BUSINESS AND INDUSTRY DEVELOPMENT
SUPPORT SERVICES**

ITEM 14859. SITE FILE

Listing of sites in North Carolina which are available for industry.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to SITES AND BUILDINGS FILE (Item 47318).

ITEM 14865. PHOTOGRAPHS FILE

Photographs of industrial buildings.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to SITES AND BUILDINGS FILE (Item 47318).

ITEM 14868. STATISTICAL FILE

Statistics concerning advertisement, agriculture, banking, construction cost, cost of living, education, and the North Carolina climate. File includes economic information, chambers of commerce information, and business clearinghouse information.

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

ITEM 14870. LABOR SURVEY FILE

Reference copies of reports concerning active job applicants. Reports include number of registered job applicants residing within given areas and labor recruiting information.

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

ITEM 14871. LABOR AND EARNING INFORMATION FILE

Reference copies of records concerning active job applicants registered for work with the Employment Security Commission. File includes data on fringe benefits cost in North Carolina, labor force estimate reports by county, and unemployment insurance tax information for North Carolina.

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

ITEM 14885. ANNUAL REPORT FILE

Performance evaluations of divisions which play a role in promoting the economic growth of North Carolina.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and Records transferred to Department of Commerce, Public Affairs Division.

ITEM 36454. COMMUNITY PROFILES FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47318. SITES AND BUILDINGS FILE

Records concerning certified and uncertified, potential and existing, land sites and buildings available for industrial use in each region. File includes information regarding each site and building, profile sheets for each North Carolina community, photographs of the site and other related records. (Comply with applicable provisions of G.S.132-6 regarding the confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Enter information into COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE (Electronic) File. Once data has been entered into CAPS database and verified, destroy paper or electronic records in office.