

**DEPARTMENT OF COMMERCE
COMMERCE FINANCE CENTER**

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 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. For those record series scheduled to be microfilmed, the Department of Commerce will be responsible for cost of microfilm production.

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



A. John Hoomani
Chief Records Officer



Stewart Dickinson, Director
Commerce Finance Center



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

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ITEM 386. AWARDED STATE GRANTS FILE

Records in paper and electronic formats concerning applications for funding allocated by the Department of Commerce. File includes applications, correspondence, final agreements, and other related confidential data concerning projects that successfully obtain awards. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality of trade secrets and G.S. § 132-6(d) regarding confidentiality of pending industrial projects.)

DISPOSITION INSTRUCTIONS: For awards subject to a recapture period, transfer applications and final deliverables to the State Records Center 3 years after conclusion of the recapture period. For all other awards, transfer applications and final deliverables to the State Records Center 3 years after conclusion of agreement period. 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 remaining records after 5 years.

ITEM 13350. DIVISION DIRECTOR'S COMMUNICATIONS FILE

Records in paper and electronic formats concerning substantive correspondence and memoranda generated and received by the Director of the Commerce Finance Center.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center after 5 years. Paper records will be held for agency 3 additional years and then transferred to the custody of the Archives. Electronic records will transfer immediately to the custody of the Archives.

ITEM 48382. ECONOMIC INVESTMENT COMMITTEE (EIC) MINUTES FILE

Approved minutes of meetings of the Economic Investment Committee.

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 387. NOT AWARDED STATE GRANTS FILE

Records in paper and electronic formats concerning applications for funding allocated by the Department of Commerce. File includes applications, correspondence, and other related confidential data from applicants who are not awarded a grant. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality of trade secrets and G.S. § 132-6(d) regarding confidentiality of industrial projects whose funding is declined.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after date of application 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 48383. TAX REFORM ALLOCATION COMMITTEE (TRAC) MINUTES FILE

Approved minutes of meetings of the TRAC.

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.

**The following items will be
discontinued or transferred.**

**ITEM 47421. ECONOMIC DEVELOPMENT ACTIVITY OF THE COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM FILE**

Successful applications and data concerning guideline requirements for the approval of qualified projects.

DISPOSITION INSTRUCTIONS: Function and records transferred to Rural Economic Development Division, Community Development Block Grant Program.

ITEM 47422. INDUSTRIAL BUILDING RENOVATION FUND FILE

Applications and data concerning guidelines for the approval of loans and/or grants for qualified projects. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality of trade secrets and G.S. § 132-6 regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Rural Economic Development Division, Industrial Development Fund/Utility Account.

ITEM 47423. JOBS TAX CREDITS FILE

Data and eligibility requirements grouped in yearly segments.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.