DEPARTMENT OF COMMERCE
DIVISION OF POLICY, RESEARCH AND STRATEGIC PLANNING

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

DIVISION OF POLICY, RESEARCH AND STRATEGIC PLANNING

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**

DIVISION OF POLICY, RESEARCH AND STRATEGIC PLANNING

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 This schedule is to remain in effect until superseded.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

Shannon Hobby, Chief Records Officer
Department of Commerce

Stephanie McGarrah, Assistant Secretary
Department of Commerce

David Brook, Director
Division of Historical Resources

APPROVED

Keith Crisco, Secretary
Department of Commerce

Linda A. Carlisle, Secretary
Department of Cultural Resources

Sept. 1, 2009

RLL

ITEM 47254. BUSINESS TAX CREDIT (ELECTRONIC) FILE.
Corporate tax records of individual businesses in electronic format used for ongoing evaluation in the Article 3J Tax Credit for Growing Business program. File includes NC-478 forms, filed by category and tax identification number (TIN). Information is entered into Business Tax Credit Database (Electronic) File, Item 47255. (Comply with applicable provisions of G.S. 132-6 and G.S. 105-259 regarding confidentiality of financial records.) (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems .)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and when reference value ends.

ITEM 47255. BUSINESS TAX CREDIT DATABASE (ELECTRONIC) FILE.
Electronic records used for ongoing evaluation of Article 3J Tax Credit for Growing Business program. File includes tax identification number (TIN), company name, location, tax credits generated and claimed and supportive information. Data is input from Business Tax Credit File, Item 47254. (Comply with applicable provisions of G.S. 132-6 and G.S. 105-259 regarding confidentiality of financial records.) (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years and when reference value ends.

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: Function and records transferred to International Trade Division.

ITEM 47257. COMMUNITY INVESTMENT REPORT FILE.
Records in paper and electronic formats used to track and monitor the economy of North Carolina communities, including jobs and economic development. File includes type of business, location, address, products manufactured and other related information. Information is entered into Community Investment Database (Electronic) File, Item 47258. (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: Destroy in office after 3 years and when reference value ends.

ITEM 47258. COMMUNITY INVESTMENT DATABASE (ELECTRONIC) FILE.
Electronic records used to track and monitor the economy of North Carolina communities, including jobs and economic development. File includes type of business, location, address, products manufactured, financial investments, jobs and other related information. Data is input from Community Investment Report File, Item 47257. (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.) (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 47259. COUNTY PROFILES DATABASE (ELECTRONIC) FILE.

Electronic records of county profiles compiled from the North Carolina Employment Security Commission, North Carolina Department of Public Instruction, North Carolina Department of Revenue, North Carolina Department of Health and Human Services, U.S. Census Bureau, and the U.S. Bureau of Economic Analysis, including a snapshot of each county highlighting basic economic indicators, performance and potential for future growth. File includes statistics for education, income, infrastructure, labor, employment and earnings, population, and taxes and 20 largest manufactures. (File Maintenance and backup procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Economic Development Intelligence System Database, Item 48629.

ITEM 47260. NORTH CAROLINA ECONOMIC TRENDS DATABASE (ELECTRONIC) FILE.

Electronic records of North Carolina economic trends collected from other state agencies, local municipalities and tourism offices. File includes electronic newsletter which tracks economic indicators for the state including most recent data on employment, wages, residential building permits and retail sales as well as statistics for statewide and area trends. (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy in office after 3 years and when reference value ends.

ITEM 47261. STATE COMPARISON DATABASE (ELECTRONIC) FILE.

Electronic records of comparative analysis of North Carolina's economic performance to other states using key economic indicators gathered from other state agencies, local municipalities and tourism offices. File includes statistics for business costs, business starts and failures, crime, education, financing, income, labor, employment and earnings and population. (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Economic Development Intelligence System Database, Item 48629.

ITEM 47262. NORTH CAROLINA REGIONAL AND COUNTY ECONOMIC DEVELOPMENT SCANS DATABASE (ELECTRONIC) FILE.

Electronic records from local municipalities and tourism offices of county level environmental scans designed to provide a summary of each county's economic performance and its capacity to attract and retain new development. File includes statistics for key trends and status indicators, population, employment, income by major source, cash receipts for agriculture, travel and tourism, announced investments and employment in new and expanded plants, development capacity checklist, accessibility, industrial property, wastewater treatment, watershed area and wetland area. (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems)

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Economic Development Intelligence System Database, Item 48629.

DEPARTMENT OF COMMERCE
DIVISION OF POLICY, RESEARCH, AND STRATEGIC PLANNING

ITEM 47263. INDUSTRY PROFILES DATABASE (ELECTRONIC) FILE.
Electronic records of in-depth summary of the activities of 17 out of 20 possible manufacturing industries by two digit Standard Industrial Classification (SIC) in North Carolina gathered from other state agencies, local municipalities and tourism offices. File includes statistics for manufacturing industries. (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Economic Development Intelligence System Database, Item 48629.

ITEM 47264. ECONOMIC DEVELOPMENT STUDIES FILE.
Ad hoc studies conducted at the request of the state legislature, state agencies, North Carolina governing bodies, the Secretary of Commerce and the Governor's Office. Final reports forwarded on to office requesting information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and when reference value ends.

ITEM 47265. MANUFACTURING SURVEY INFORMATION (ELECTRONIC) FILE.
Electronic records of surveys conducted regarding policy changes in the manufacturing industry. File includes responses and analysis from annual survey and identifying information for each company (company name, mailing address, geographic location and industrial classification). (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and when reference value ends.

ITEM 48629. NORTH CAROLINA ECONOMIC DEVELOPMENT INTELLIGENCE SYSTEM DATABASE (ELECTRONIC) FILE.
Electronic records of North Carolina and United States demographic, business, industry, education, labor, and quality of life data. File includes county and state data for county profiles, North Carolina regional profiles, custom data selection, comparisons by state or county, available commercial and industrial buildings and sites, general mapping, and mapping of businesses and data selected by point buffer. (File maintenance and back up procedures conducted daily by Department of Commerce Information Systems.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years and when reference value ends.