

DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE DIVISION

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

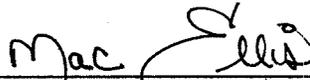
INTERNATIONAL TRADE DIVISION

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.**

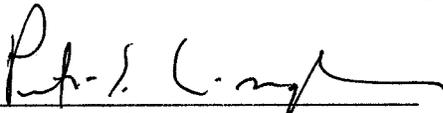
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

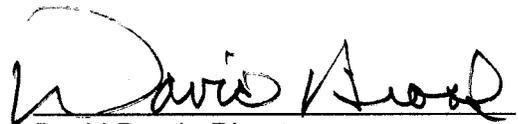
APPROVAL RECOMMENDED



Mac Ellis, Chief Records Officer
Department of Commerce



Peter Cunningham, Director
International Trade 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

**DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE DIVISION
ADMINISTRATION**

ITEM 14782. BUSINESS DEVELOPMENT MANAGERS FILE.

Records concerning departmental trade representatives. File includes correspondence, reports, publications, and working papers. (Comply with applicable provisions of G.S. 132-1.2 and 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: Information is entered into COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE FILE (Item 47289).

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: At end of current year transfer to TRACKING (PRIOR YEARS) FILE (Item 37314).

ITEM 37292. DIRECTOR'S FILE.

Records in paper and electronic formats concerning international projects. File includes 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 regarding confidentiality of industrial projects.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when administrative value ends. 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 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 5 additional years and then transferred to the custody of the Archives. (Contact a Records Analyst at the Government Records Branch before any substantial changes in software architecture and prior to transfer.)

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 administrative value ends.

ITEM 37296. DIRECTOR'S TRACK CORRESPONDENCE FILE.

Correspondence and letters written on behalf of the Secretary of Commerce and the Governor. File includes foreign office monthly reports and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when administrative value ends. 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 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 5 additional years and then transferred to the custody of the Archives. (Contact a Records Analyst at the Government Records Branch before any substantial changes in software architecture and prior to transfer.)

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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 COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE FILE

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 records after entered into COMMERCE APPLICATION PORTFOLIO (CAPS) DATABASE (Electronic) FILE.

ITEM 37304. CURRENT TRADE SHOW FILE.

Records concerning the tracking of current and upcoming trade events. File includes correspondence with participating companies, applications, payment records, budget approval records, and layout and building blueprints.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and Records transferred to GENERAL TRADE SHOWS FILE (Item No. 37310).

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 when reference value ends.

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 when reference value ends.

ITEM 37310. GENERAL TRADE SHOWS FILE.

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

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37311. DOMESTIC TRADE SHOWS FILE.

Records concerning tracking of domestic trade shows by division and used in marketing efforts. File includes procedural guides, reports, promotional materials, and correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to GENERAL TRADE SHOWS FILE (Item No. 37310).

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: Destroy in office when reference value ends.

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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: Transfer paper records to the State Records Center when administrative value ends. 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 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 5 additional years and then transferred to the custody of the Archives. (Contact a Records Analyst at the Government Records Branch before any substantial changes in software architecture and prior to transfer.)