

DEPARTMENT OF COMMERCE  
NORTH CAROLINA BURIAL ASSOCIATION COMMISSION

Records Retention and Disposition Schedule

The 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

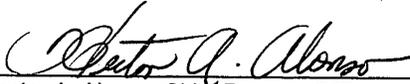
**NORTH CAROLINA BURIAL ASSOCIATION COMMISSION**

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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

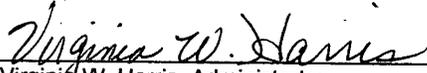
**NORTH CAROLINA BURIAL ASSOCIATION COMMISSION**

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 This schedule is to remain in effect until superseded.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**



Hector A. Alonso, Chief Records Officer  
Department of Commerce



Virginia W. Harris, Administrator  
North Carolina Burial Association Commission

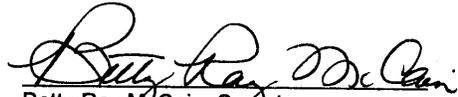


Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



Rickey E. Carlisle, Acting Secretary  
Department of Commerce



Betty Ray McCain, Secretary  
Department of Cultural Resources

April 20, 1998

KLS

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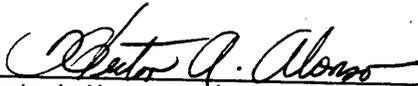
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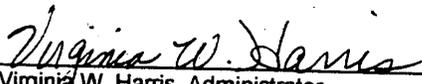
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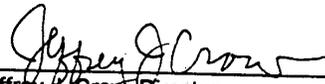
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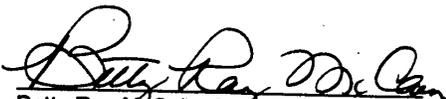
  
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Rickey E. Carlisle, Acting Secretary  
Department of Commerce

  
Betty Ray McCain, Secretary  
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April 20, 1998

This schedule was modified to  
comply with the provisions of the  
*General Schedule for State Agency Records*,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

KLS

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NORTH CAROLINA BURIAL ASSOCIATION COMMISSION**

**ITEM 355. MUTUAL BURIAL ASSOCIATION (MBA) FILE.**

Administrative correspondence with members of the MBA. File includes MBA articles of incorporation, certificates of amendments, copies of certificates of health, applications for agent's license, auditor's reports, financial statements, and annual reports.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 356. INACTIVE MUTUAL BURIAL ASSOCIATION (MBA) FILE.**

Records concerning liquidations of defunct members of the MBA. File includes auditor's reports, financial statements, annual reports, articles of incorporation, franchise tax statements, agents' licenses, and other related materials.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records currently stored in the State Records Center to the custody of the Archives 7 years from date received.

**ITEM 357. APPLICATIONS FOR MEMBERSHIP FILE.**

Applications for Mutual Burial Association membership. File includes applicants' names, addresses, joining dates, ages, benefits desired, amount of assessments, and agents'

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 358. DEATH REPORTS FILE.**

Monthly reports submitted by each Mutual Burial Association listing names of deceased. File includes addresses, dates of death, dates joined, dates of birth, age at death, and amounts and dates benefit paid.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12902. NORTH CAROLINA BURIAL COMMISSION (NCBC) MINUTES FILE.**

Official minutes of meetings of the NCBC. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12903. NORTH CAROLINA BURIAL (NCBC) COMMISSION FILE.**

Records used in the operation of the NCBC office. File includes job descriptions, memorandums, administrative procedures materials, increment records, correspondence, compiled financial statements of Mutual Burial Association, travel reimbursement records, copies of ratified bills, and various other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12906. REFERENCE FILE.**

Records concerning commission activities and programs. File includes copies of auditor's reports, letters of recommendations, franchise tax lists, form letters, memorandums, legislative study commission materials, copies of minutes, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

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**ITEM 12907. RECEIPT BOOK FILE.**

Records acknowledging money received from Mutual Burial Associations for fees assessed by the North Carolina Burial Commission.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12908. ASSESSMENTS FILE.**

Records concerning fees owed by Mutual Burial Associations. File includes number of members, amount of assessments, and dates recorded.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12909. BONDS FOR SECRETARY-TREASURER FILE.**

Records concerning North Carolina Mutual Burial Commission fidelity bonds with insurance companies. File includes correspondence, paid invoices, verification or continuation certificates, and endorsements.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12910. DEPOSIT SLIPS FILE.**

Records detailing daily report of collections. File includes names of Mutual Burial Associations, check numbers, and amounts of deposit.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12911. ACCOUNT CARDS FILE.**

Card file listing defunct Mutual Burial Association (MBA) members and names of individuals who had insurance with defunct MBA's.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12912. AGENCYS' LICENSE CARDS FILE.**

Card file listing agencies licensed to sell burial insurance.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12913. INDEX CARDS FILE.**

Index card file listing names of all Mutual Burial Association members. File includes date license issued and name of secretary-treasurer of each association.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12914. COMPILED FINANCIAL STATEMENTS FILE.**

Records detailing consolidated statements for Mutual Burial Associations. File includes information concerning fiscal transactions, operation requirements, memberships, death rates, benefits, and assessments.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

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**ITEM 12915. MONTHLY REPORT ON THE BUDGET FILE.**

Monthly reports on the budget. File includes appropriations, allotments, budget reports, requisitions for funds, fiscal correspondence, and capital improvement codes.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12916. RESERVE ACCOUNT LEDGER FILE.**

Ledger file listing amount of funds placed in reserve each year and total amount of funds left in reserve at the end of the calendar year.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12920. MAIL BOOK FILE.**

Information used for registered and certified mail.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12921. OFFICE WORKING FILE.**

Reference copies of purchase orders, requisitions, telephone bills, itineraries, rules, and regulations.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 12922. PERSONNEL MANUAL FILE.**

Personnel manual detailing personnel procedures.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 31262. PERSONNEL FILE.**

Records concerning office personnel. File includes applications, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 31263. PERFORMANCE MANAGEMENT SYSTEM (PMS) FILE.**

Records concerning employees' goals and primary tasks. File is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.

**ITEM 31266. LEAVE RECORDS FILE.**

Records concerning employees' annual and sick leave.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina State Board of Mortuary Science.