

DEPARTMENT OF COMMERCE
NORTH CAROLINA CREDIT UNION DIVISION

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

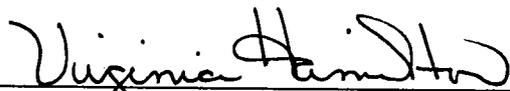
NORTH CAROLINA CREDIT UNION DIVISION

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

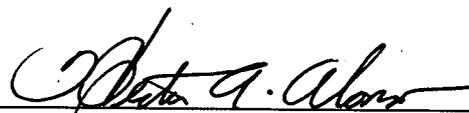
NORTH CAROLINA CREDIT UNION DIVISION

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 This schedule is to remain in effect until superseded.

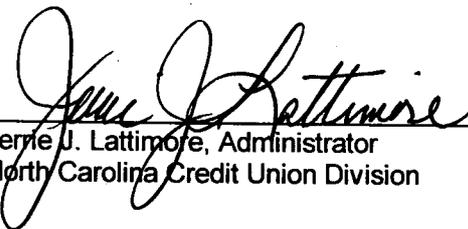
APPROVAL RECOMMENDED



Virginia Hamilton, Administrator Officer
North Carolina Credit Union Division



Hector A. Alonso, Chief Records Officer
Department of Commerce



Jerrie J. Lattimore, Administrator
North Carolina Credit Union Division

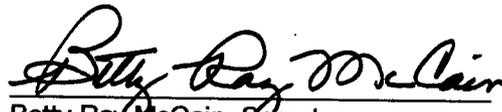


Jeffrey S. Crow, Director
Division of Archives and History

APPROVED



Rick E. Carlisle, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

October 8, 1998

KLS

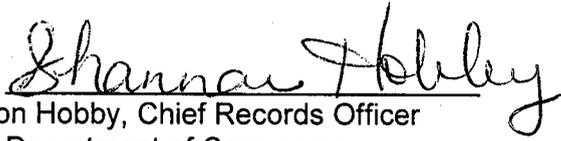
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

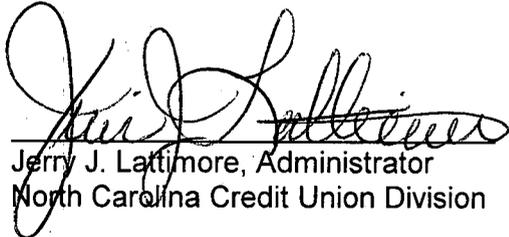
**DEPARTMENT OF COMMERCE
NORTH CAROLINA CREDIT UNION DIVISION**

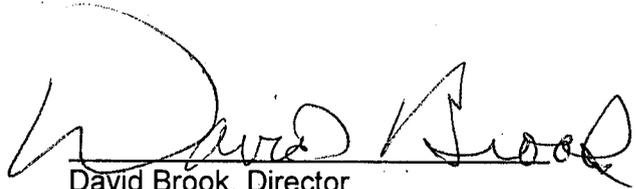
Amend the program records retention and disposition schedule approved October 28, 1998 and amended date November 30, 1998 by amending item 4064 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

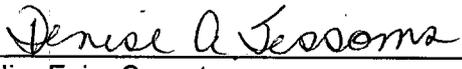

Sandy Tapley, Administrative Officer
North Carolina Credit Union Division


Shannon Hobby, Chief Records Officer
Department of Commerce


Jerry J. Lattimore, Administrator
North Carolina Credit Union Division


David Brook, Director
Division of Historical Resources

APPROVED


for Jim Fain, Secretary
Department of Commerce


Lisbeth C. Evans, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT



DEPARTMENT OF COMMERCE
NORTH CAROLINA CREDIT UNION DIVISION

Amend the records retention and disposition schedule approved October 8, 1998 by adding to the disposition instructions for Items 364, 365, and 4064 as shown on substitute page dated November 30, 1998.

APPROVAL RECOMMENDED

Virginia Hamilton, Administrator Officer
North Carolina Credit Union Division

Hector A. Alonso, Chief Records Officer
Department of Commerce

Jerrie J. Latimore, Administrator
North Carolina Credit Union Division

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Rick E. Carlisle, Secretary
Department of Commerce

Betty Ray McCain, Secretary
Department of Cultural Resources

November 30, 1998

KLS

DEPARTMENT OF COMMERCE
NORTH CAROLINA CREDIT UNION DIVISION

Records Retention and Disposition Schedule

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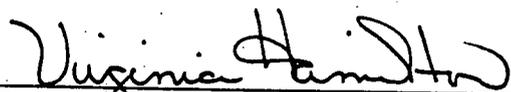
NORTH CAROLINA CREDIT UNION DIVISION

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

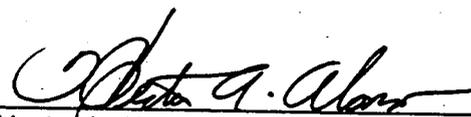
NORTH CAROLINA CREDIT UNION DIVISION

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.

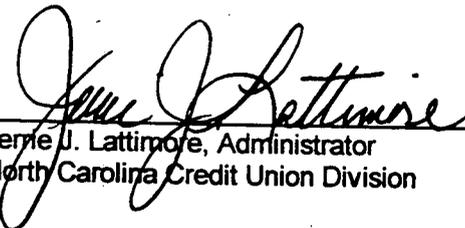
APPROVAL RECOMMENDED



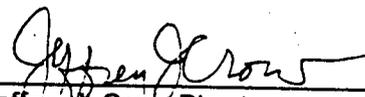
Virginia Hamilton, Administrator Officer
North Carolina Credit Union Division



Hector A. Alonso, Chief Records Officer
Department of Commerce



Jerrie J. Lattimore, Administrator
North Carolina Credit Union Division

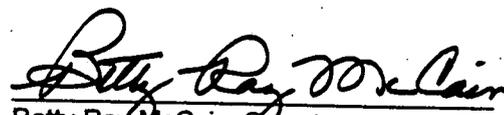


Jeffrey S. Crow, Director
Division of Archives and History

APPROVED



Rick E. Carlisle, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

October 8, 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.

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**DEPARTMENT OF COMMERCE
NORTH CAROLINA CREDIT UNION DIVISION**

ITEM 363. ADMINISTRATOR'S CORRESPONDENCE FILE.

Records concerning the administration of the North Carolina Credit Union Division. File includes opinions, decisions, approvals, and correspondence written to state chartered credit unions, the Governor, and other state agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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.

ITEM 364. CREDIT UNION EXAMINATION FILE.

Routine administrative records concerning Division involvement with active credit unions throughout the state. File includes correspondence, financial and statistical reports, examination working papers, and the Annual Personnel and Data Operations Report. (Portion of information entered into Credit Union Database (Electronic) File (Item 41335).) (Comply with applicable provisions of G.S. 54-109.105 regarding confidentiality of examination records.) (Records transferred to the State Records Center prior to 1994 destroyed.) Amended 11-30-98

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 365. LIQUIDATED CREDIT UNIONS FILE.

Records concerning liquidated credit unions throughout the state. File includes liquidation process papers, bylaws, charters, oaths of office, and organizational certificates. Amended 11-30-98

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. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 366. LIQUIDATED CREDIT UNIONS RECORDS FILE.

Records created by credit unions that have been liquidated. File includes journals, ledgers, deposit slips, bank statements, members accounts, bonds, note folders, correspondence, and other related records. (Records are transferred to the North Carolina Credit Union Division when credit union liquidates.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 4061. CREDIT UNION COMMISSION MINUTES FILE.

Approved minutes of the North Carolina Credit Commission. (This is an essential agency

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records are

ITEM 4063. LEGISLATIVE RECORDS FILE.

Records concerning legislation affecting Division operations. File includes correspondence, reports, proposed and enacted bills, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA CREDIT UNION DIVISION**

ITEM 4064. CREDIT UNIONS ORGANIZATION (ACTIVE) FILE.

Records of articles of incorporation, bylaws, and charters for credit unions chartered in North Carolina. File includes updates as applicable. Portions of data on each organization are entered into the Credit Union Database (Electronic) File (Item 41335). (Credit Union Division personnel will prepare and arrange records for scanning prior to boxing records for transfer to the State Records Center.) (Comply with applicable provisions of G.S. 54-109.105 regarding confidentiality of records obtained, prepared or compiled during examination, audit or investigation; reflecting the specific collateral given by a named borrower; reflecting specific withdrawable accounts held by a named member; for member complaints resulting in an investigation; for credit union records submitted to federal regulatory agencies deemed confidential under federal law.) (This is an essential agency record.) [Amended 9-17-2007].

DISPOSITION INSTRUCTIONS: Transfer paper records of active organizations to the State Records Center after 1 year to be scanned. The digital images will be converted to 16mm microfilm for permanent storage in the security vault. A copy of the digital images and microfilm will be purchased by the agency. The paper records and digital images will be returned to the agency after scanning. Retain earlier set of microfilm (1923-1990) currently stored in the security vault permanently. Retain digital images in office permanently. Transfer paper records of inactive organizations to Liquidated Credit Unions File (Item 365) when credit union dissolves or liquidates.

ITEM 4065. CONSOLIDATED FORM 990 FILE.

Completed Form 990 tax forms, authorizing the commission to include individual credit unions in consolidated financial reports.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 13163. PUBLIC RELATIONS FILE.

Records concerning public relations. File includes correspondence, memorandums, press releases, advertisements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 13169. COLLECTION LEDGER FILE.

Ledgers listing supervisory fees, examination fees, penalties, and other fees collected by the Division from credit unions. Ledgers also list dates, fees received, amount of fees, and ending balance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends and when released from all audits, whichever occurs later.

ITEM 41334. CHARTER LEDGER BOOK FILE.

Ledgers listing state chartered credit unions. Ledgers list names, charter dates, changes, mergers, liquidations, and other related information. (Information entered into Credit Union Database (Electronic) File (Item 41335).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 41335. CREDIT UNION DATABASE (ELECTRONIC) FILE.

Machine readable records concerning state chartered credit unions. Electronic file includes credit union addresses, branches, officials, telephone numbers, fax numbers, charter information, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office hard drive and magnetic disks when administrative value ends.

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ITEM 41338. FIELD OF MEMBERSHIP WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning amendments to original credit union bylaws. Electronic file includes amendments to credit union's field of membership.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Update in office electronic file routinely. Erase in office when administrative value ends.

ITEM 41845. DEPUTY ADMINISTRATOR'S CORRESPONDENCE FILE.

Records concerning the operation of the North Carolina Credit Union Division. File includes training schedules, payment of dividends letters, correspondence regarding mergers, charters, and complaints.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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.