

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY

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

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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 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

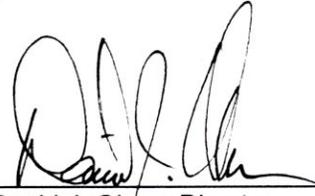
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

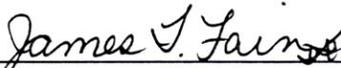


Mac Ellis, Chief Records Officer  
Department of Commerce



David J. Olson, Director  
Division of Historical Resources

APPROVED



James T. Fain, III, Secretary  
Department of Commerce



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

May 6, 2002

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**DEPARTMENT OF COMMERCE  
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**SECRETARY'S OFFICE**

**Item 299. Secretary's Correspondence File.** Correspondence in paper and electronic formats written and received by the Secretary. File also includes interagency memorandums, correspondence with the general public, state and federal legislators, and other non-state agency sources. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

**Item 300. State Agencies File.** Correspondence and memorandums in paper and electronic formats written to and received from other state agencies. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

**Item 301. Departmental File.** Records in paper and electronic concerning the administration of the department as it affects the divisions, commissions, boards, and authorities associated with the Department of Commerce. File includes correspondence, memorandums, directives, reports, and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

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**SECRETARY'S OFFICE**

**Item 14770. Economic Development Board Minutes File.** Approved minutes of meetings of the Economic Development Board. File also includes correspondence and agenda to meetings. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be returned to agency after microfilming. Destroy in office microfilmed paper records when administrative value ends. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed and returned.

**Item 14901. Economic Development Board File.** Records in paper and electronic formats concerning the Economic Development Board. File includes correspondence, information regarding members of the board and subcommittees, and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

**Item 14904. Governor's and Lieutenant Governor's Correspondence File.** Correspondence in paper and electronic formats written to and received from the Governor and Lieutenant Governor and their offices. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

**Item 14908. Speeches File.** Reference copies of speeches made by the Secretary. (The original copies are in the Public Affairs Office.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**PUBLIC AFFAIRS OFFICE**

**Item 302. Speeches File.** Speeches in paper and electronic formats made by the Secretary.  
(File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

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**ASSISTANT SECRETARIES' OFFICES**

**Item 303. Divisions File.** Records in paper and electronic formats concerning the administration of the divisions, sections, and branches. File includes correspondence, rules and policies, proposals, memorandums, and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

**Item 28791. State Agencies File.** Correspondence in paper and electronic formats concerning other state agencies. File also includes correspondence regarding the Governor and Lieutenant Governor and their offices. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining 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.

**Item 46110. Annual Reports File.** Annual reports received from North Carolina Partnership for Economic Development. (NC General Assembly, Fiscal Research Division maintains original records as mandated by General Statutes Section 20:11A & B.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**LEGAL COUNSEL-LEGISLATIVE LIAISON**

**Item 28792. General Assembly Bills File.** Records in paper and electronic formats concerning proposed legislation affecting or of interest to the department. File includes drafts of bills, correspondence, legislative reports, bills introduced but not ratified, ratified bills, and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

**Item 28793. General Assembly Committees File.** Records concerning house and senate committees. File includes correspondence, newspaper clippings, membership lists, legislative contact sheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 28795. General Assembly Members File.** Records concerning members of the N.C. General Assembly. File includes correspondence, newspaper clippings, biographical information sheets, legislative contact sheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE  
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**AIRCRAFT OPERATIONS ADMINISTRATION**

**Item 30424. Aircraft Trip Reports File.** Records in paper and electronic formats concerning flights of aircraft. File includes trip reports, flight itinerary, trip request worksheets, and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years 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.

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AIRCRAFT OPERATIONS ADMINISTRATION**

**GARNER HANGAR OFFICE**

**Item 30428. Aircraft Trip Reports File.** Records in paper and electronic formats concerning flights of aircraft. File includes reference copies of trip reports and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years 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.