

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
EXECUTIVE AIRCRAFT DIVISION

RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from the Aircraft Operations Administration to Executive Aircraft Division. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated March 10, 2000. 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. Public records, including electronic records, not listed in the schedule are not authorized to be destroyed. The

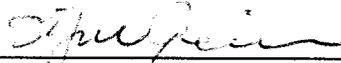
EXECUTIVE AIRCRAFT DIVISION

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 This schedule is to remain in effect until superseded.

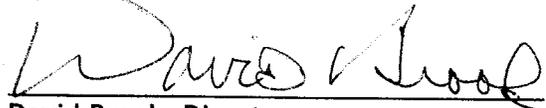
APPROVAL RECOMMENDED



Mac Ellis, Chief Records Officer
Department of Commerce



Stefan Geier, Supervisor
Executive Air Operations



David Brook, Director
Office of Archives and History

APPROVED



Denise A. Sessions
Jim Fain, Secretary
Department of Commerce



Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 2, 2004

LDR

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
EXECUTIVE AIRCRAFT DIVISION

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 paper and electronic records in office after 5 year(s) 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.

**DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
EXECUTIVE AIRCRAFT DIVISION
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 paper and electronic records in office after 5 year(s) 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.