

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY  
LEGAL COUNSEL-LEGISLATIVE LIAISON

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

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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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* 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 This schedule is to remain in effect until superseded.

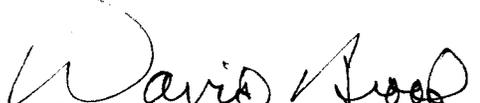
APPROVAL RECOMMENDED



Mac Ellis, Chief Records Officer  
Department of Commerce

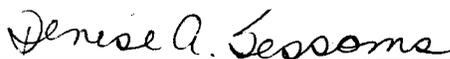


J. Donald Hobart, Jr., Legal Counsel  
And Legislative Liaison  
Office of the Secretary



David Brook, Director  
Division of Historical Resources

APPROVED



Denise A. Sessoms  
Jim Fain, Secretary  
Department of Commerce



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

May 21, 2004

LDR

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**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, correspondence, summaries, concept plans, proposals, memorandum, legislative reports, bills introduced but not ratified, ratified bills, and other related records. (File maintenance and backup procedures conducted daily by Management Information Systems (MIS).)

DISPOSITION INSTRUCTIONS: Destroy records in office when reference value ends.

**Item 28793. GENERAL ASSEMBLY COMMITTEES FILE.** Records in paper and electronic formats concerning state House and Senate committees. File includes correspondence, newspaper clippings, membership lists, legislative contact sheets, and other related records. (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 28795. GENERAL ASSEMBLY MEMBERS FILE.** Records in paper and electronic formats concerning members of the North Carolina General Assembly. File includes correspondence, newspaper clippings, biographical information sheets, legislative contact sheets, and other related records. (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47267. GENERAL ISSUES FILE.** Records in paper and electronic formats concerning various general issues affecting the Department of Commerce and relating to business, industry, economic development, and other related policy matters. File includes articles, clips, correspondence, memos, reports, studies, legislation and other related records. (File maintenance and backup procedures conducted daily by MIS.) (Comply with applicable provisions of G.S. 132 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47268. LEGAL ISSUES WORKING FILE.** Records in paper and electronic formats concerning legal issues and research affecting various divisions of the Department of Commerce. File includes copies of statutes, cases, articles, clips, correspondence, memorandums, reports, studies, legislation, contract drafts, grant drafts, loans, and other related records. (File maintenance and backup procedures conducted daily by MIS.) (Comply with applicable provisions of G.S. 132 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer final agreements for loans, grants, or contracts upon completion to appropriate division responsible for administration. Destroy in office remaining records when reference value ends.

**Item 47269. DEPARTMENT OF COMMERCE PROGRAMS REFERENCE FILE.** Records in paper and electronic formats relating to various Department of Commerce programs, projects and initiatives, including but not limited to the Job Development Investment Grant Program, One North Carolina Fund, Industrial Development Fund and the William S. Lee Tax Act. Files include articles, clippings, correspondence, memorandums, reports, studies, legislation, copies of materials prepared for programs, copies of grant applications and grant records, drafts of contracts, final agreements, and other related records. (File maintenance and backup procedures conducted daily by MIS.) (Comply with applicable provisions of G.S. 132 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer final agreements and materials prepared for Department of Commerce programs to appropriate division responsible for administration. Destroy in office remaining records when reference value ends.

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**Item 47270. CONFIDENTIALITY AGREEMENTS FILE.** Records in paper and electronic formats concerning confidentiality agreements entered into between the Secretary of the Department of Commerce and those businesses interacting with the agency. (File maintenance and backup procedures conducted daily by MIS.) (Comply with applicable provisions of G.S. 132 regarding confidentiality of records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office upon completion of agreement or after three years, whichever occurs later.