

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION**

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

**RURAL ECONOMIC DEVELOPMENT 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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

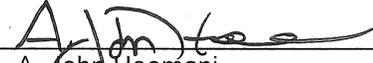
The Department of Commerce and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "reference value ends." The Department of Commerce hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Commerce will be responsible for cost of microfilm production.

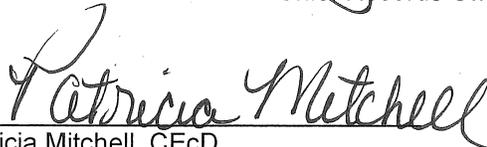
The Department of Commerce and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Commerce agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

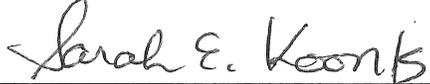
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Commerce agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
A. John Hoomani  
Chief Records Officer

  
Dr. Patricia Mitchell, CEcD  
Assistant Secretary for Rural Development  
Division

  
Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

  
John E. Skvarla III, Secretary  
Department of Commerce

  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural  
Resources

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
APPALACHIAN REGIONAL COMMISSION**

**ITEM 50583. APPALACHIAN REGIONAL COMMISSION (ARC) AWARDED GRANTS FILE**

Records in paper and electronic formats concerning applications for funding allocated by the ARC. File includes applications, correspondence, final agreements, and other related records from projects that successfully obtained awards.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 3 years after conclusion of agreement period. Paper records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy in office electronic records after 5 years.

**ITEM 50584. APPALACHIAN REGIONAL COMMISSION (ARC) NOT AWARDED GRANTS FILE**

Records in paper and electronic formats concerning applications for funding allocated by the ARC. File includes applications, correspondence, and other related records from applicants who are not awarded a grant.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of application 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.

**ITEM 50585. APPALACHIAN REGIONAL COMMISSION (ARC) PROGRAM DIRECTOR COMMUNICATIONS FILE**

Records in paper and electronic formats, including e-mail, concerning substantive correspondence and memoranda generated and received by the Program Director for the ARC in the Department of Commerce.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 3 additional years and then transferred to the custody of the Archives.

**ITEM 50586. FEDERAL GRANTS RECEIVED BY AGENCY FILE**

Records concerning federal technical assistance grants. File includes applications, audit reports, technical assistance records, non-approved funds information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. (See 09 NCAC 03M .0703.) If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ASSISTANT SECRETARY'S OFFICE**

**ITEM 2500. COMMUNITY DEVELOPMENT COUNCIL FILE**

Records in paper and electronic formats concerning the Community Development Council, which is appointed by the Governor to advise on community resources. File includes minutes, correspondence, policies, records concerning travel expenses, and other related records.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 29144. RURAL ECONOMIC DEVELOPMENT DIVISION FILE**

Records in paper and electronic formats concerning the operation and programs of the Rural Economic Development Division. File includes substantive correspondence written and received by the Assistant Secretary for the Rural Economic Development Division, memoranda, policies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 3 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 50587. RURAL INFRASTRUCTURE AUTHORITY FILE**

Records concerning the Rural Infrastructure Authority (see G.S. § 143B-472.128), which awards grant funds and formulates policies and priorities for grant and loan making. File includes minutes, awards, policies, reports, and other related records.

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.

**This space left intentionally blank.  
The following 16 items will be  
Discontinued or Transferred.**

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ASSISTANT SECRETARY'S OFFICE**

**ITEM 17700. ADMINISTRATIVE FILE**

Records concerning the administration of division. File includes reports, memorandums, correspondence, directives, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 17680. AGENCY INFORMATION FILE**

Records concerning various state and federal agencies and organizations. File includes program guidelines and activities, organizational information, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 29145. ASSISTANT SECRETARY'S OFFICE ADMINISTRATION FILE**

Records concerning daily administration of the office. File includes general correspondence, personnel correspondence, copies of travel records, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 17854. COMMUNITY DEVELOPMENT BLOCK GRANTS FILE**

Records concerning requests for state grants to cities and counties for community development. File includes copies of proposals, correspondence, audit findings, amounts of requests, acceptance or rejection of submitted grants, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Community Development Block Grant Program, Community Development Block Grant (CDBG) Applicants File (Item 17718) and Community Development Block Grant (CDBG) Grantees File (Item 17719).

**ITEM 17682. COMMUNITY DEVELOPMENT COUNCIL FILE**

Records in paper and electronic formats concerning minutes of the council appointed by the Governor to advise the Secretary of the Department of Commerce on the development of community development block grants.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Community Development Council File (Item 2500).

**ITEM 28894. COUNCILS, COMMITTEES, AND PARTNERSHIPS FILE**

Records concerning councils, committees, and partnerships in the department. File includes copies of agendas, minutes, membership records, policies, legislation affecting organizations, budgetary information, programs information, and other related records. (Organizations in file include the Housing Policy Council, the Energy Policy Council, the North Carolina Job Training and Coordinating Council, and the North Carolina Housing Partnership.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 17686. DIRECTOR'S OFFICE REFERENCE FILE**

Records concerning the Director's Office. File includes invitations, thank you notes, addresses, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ASSISTANT SECRETARY'S OFFICE**

**ITEM 2497. DIVISION OF COMMUNITY ASSISTANCE FILE**

Records concerning the daily operation and programs of the Division of Community Assistance. File includes copies of correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rural Economic Development Division File (Item 29144).

**ITEM 17851. DIVISION OF EMPLOYMENT AND TRAINING (DET) FILE**

Records concerning the daily operation and programs of the Division of Employment and Training. File includes copies of correspondence, reports, and other related records. (Programs of the DET include the Job Training Partnership Act (JTPA) Program, the Economic Dislocation and Worker Adjustment Assistance Act (EDWAAA) Program, the Welfare Reform Program, and other related programs.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 17679. DIVISION PUBLIC CORRESPONDENCE FILE**

Correspondence between the Division of Community Assistance and the general public. Correspondence includes requests for assistance, requests for information, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rural Economic Development Division File (Item 29144).

**ITEM 17850. ENERGY DIVISION FILE**

Records concerning the daily operation and programs of the Energy Division. File includes copies of correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Environmental Quality, Division of Energy, Mineral, and Land Resources.

**ITEM 28895. GOVERNOR'S CORRESPONDENCE FILE**

Copies of correspondence prepared for the Governor's signature. File includes response letters and announcement letters.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 28896. HOUSING ISSUES AND PROGRAMS FILE**

Records concerning housing issues and programs. File includes copies of correspondence, legislation, programs, policies, reports, budget information, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 17684. LEGISLATIVE INQUIRIES FILE**

Records in paper and electronic formats concerning questions received by division from state legislators. File includes lists of calls, records of actions taken, departmental responses, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records.

**ITEM 28897. SECRETARY'S CORRESPONDENCE FILE**

Copies of correspondence prepared for the Secretary of the Department of Economic and Community Development's signature. File includes response letters and announcement letters.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rural Economic Development Division File (Item 29144).

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ASSISTANT SECRETARY'S OFFICE**

**ITEM 17685. SPEECHES FILE**

Copies of speeches composed by Director for the Secretary of the Department of Economic and Community Development, the Governor of North Carolina, the Assistant Secretary for Community Development and Housing, and other state officials.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**ITEM 17718. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICANTS FILE**

Records in paper and electronic formats, including e-mail, concerning municipal and county governments which were not awarded Community Development Block Grant (CDBG) funds. File includes original applications, project rating forms, correspondence, initial review forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 3 years after all funding decisions are complete. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office remaining electronic records 8 years after all funding decisions are complete.

**ITEM 17728. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COMPLIANCE FILE**

Records in paper and electronic formats, including e-mail, documenting compliance of the state Community Development Block Grant (CDBG) program with the United States Department of Housing and Urban Development rules and regulations. File includes a description of each CDBG program, documentation of required administrative match, final statement, grantee selection, contracts with the US Department of Housing and Urban Development, records documenting technical assistance, correspondence, and other related records. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality.)

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 3 years. Paper records will be held for agency in the State Records Center for 5 additional years and then transferred to the custody of the Archives.

**ITEM 2514. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DIRECTOR'S CORRESPONDENCE FILE**

Correspondence, including e-mail, memoranda, and other records in paper and electronic formats concerning the organization and operation of the Division. File includes information concerning various committees and sub-organizations with which the division operates.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 4 years for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 4 years. Paper records will be held for agency in the State Records Center for 3 additional years and then transferred to the custody of the Archives.

**ITEM 17719. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GRANTEE'S FILE**

Records in paper and electronic formats, including e-mail, concerning closed out Community Development Block Grant (CDBG) programs administered by municipal and county governments. File includes correspondence, applications, reports, program compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center 1 year after project is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to State Records Center after completion of action and resolution of issues involved. Paper records will be held for agency in the State Records Center 3 additional years after official notification of program year closeout from the United States Department of Housing and Urban Development and then destroyed. Destroy in office electronic records 3 years after official notification of program year closeout from the United States Department of Housing and Urban Development. Destroy records currently held at the State Records Center 3 years after official notification of program year closeout from the United States Department of Housing and Urban Development.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**ITEM 47421. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FILE – ECONOMIC DEVELOPMENT ACTIVITY**

Records in paper and electronic formats, including e-mail, concerning closed out Community Development Block Grant (CDBG) programs administered by municipal and county governments for economic development purposes. File include correspondence, applications, reports, program compliance documentation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 1 year after project is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Paper records will be held for agency in the State Records Center 3 additional years after official notification of program year closeout from the United States Department of Housing and Urban Development and then destroyed. Destroy electronic records in office 3 years after official notification of program year closeout from the United States Department of Housing and Urban Development.

**ITEM 17691. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REPORT FILE**

Records in paper and electronic formats used to evaluate Community Development Block Grant (CDBG) program activities and accomplishments. File includes printouts, surveys, statistical tables, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**The following item will be Discontinued.**

**ITEM 17726. URGENT NEEDS INQUIRIES FILE**

Correspondence from local governments used to determine whether or not legitimate urgent needs exist for specific community development grants.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Community Development Block Grant (CDBG) Applicants File (Item 17718).

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ECONOMIC ADVANCEMENT AND PLANNING**

**ITEM 49917. ECONOMIC ADVANCEMENT AND PLANNING DIRECTOR'S CORRESPONDENCE FILE**

Records in paper and electronic formats concerning the Economic Advancement and Planning Program. File includes correspondence, including e-mail, memoranda, and other records concerning the organization and operation of the program. File includes information concerning various committees and sub-organizations with which the division operates.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 4 years for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 4 years. Paper records will be held for agency in the State Records Center for 3 additional years and then transferred to the custody of the Archives.

**ITEM 17694. ECONOMIC ADVANCEMENT AND PLANNING REPORTING FILE**

Records concerning section responsibilities for reports. File includes instructions, deliberations on revisions, old reports, newspaper clippings, monthly reports from field offices, questionnaires from other states, and grants tracking system records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 49918. HISTORICAL PROJECT MAPS FILE**

Maps in paper, Mylar, or other similar hardcopy formats concerning planning projects completed by the program on behalf of local government entities (e.g., municipalities, counties). File includes land-use, zoning, revitalization, and other related maps. Maps date from approximately 1957 to 2000.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records to the State Records Center immediately. Records will be held in the State Records Center for 5 additional years and then transferred to the custody of the Archives.

**ITEM 17697. LOCAL PLANNING ASSISTANCE REPORT FILE**

Reports prepared by the section supplying statistics and evaluations of planning and management assistance provided by the Economic Advancement and Planning Program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 49919. PLANNING PROJECTS FILE**

Records in paper and electronic formats concerning planning projects completed by the program on behalf of local government entities (e.g., municipalities or counties). Projects include land-use, ordinance, strategic, economic development, comprehensive, and other similar planning projects. File includes reference copies of maps generated by GIS applications, reports, studies, ordinances, and other related project documentation.

DISPOSITION INSTRUCTIONS: Transfer official copy of project documentation to local government entity on behalf of which the project was completed. Retain in office permanently reference copies of paper and electronic records (GIS) related to planning projects closed out after 1997.

**ITEM 17713. REGIONAL FIELD OFFICE CORRESPONDENCE FILE**

Records concerning the organization and daily operations of the division and its field offices and the daily administration of departmental programs. File includes correspondence, memoranda, and other records relating to the divisional regional field offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 4021. REGIONAL FIELD OFFICE FILE**

Correspondence in paper and electronic formats, including email, memoranda, reports, and other related records between the Chief Planners and Program Manager in the Regional Offices and the Director of the Economic Advancement and Planning Program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ECONOMIC ADVANCEMENT AND PLANNING**

**The following 8 items will be Discontinued.**

**ITEM 25462. APPLICATION FOR FEDERAL ASSISTANCE FILE**

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to Regional Field Office File (Item 4021).

**ITEM 25661. APPLICATION FOR FEDERAL ASSISTANCE FILE**

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to Regional Field Office File (Item 4021).

**ITEM 25665. COMMUNITY ASSISTANCE MAP FILE**

Maps of communities within jurisdiction of regional office utilized for reference purposes. File includes topographical maps, zoning maps, base maps, and orthophoto maps.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Regional Field Office File (Item 4021).

**ITEM 24945. COMMUNITY FILE**

Contracts between agency and communities within the jurisdiction of regional office concerning community assistance. Types of assistance provided include zoning plans, land use plans, and subdivision regulations. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Regional Field Office File (Item 4021).

**ITEM 25666. COMMUNITY FILE**

Contracts between agency and communities within the jurisdiction of regional office concerning community assistance. Types of assistance provided include zoning plans, land use plans, and subdivision regulations. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Regional Field Office File (Item 4021).

**ITEM 17690. DIVISION COORDINATION FILE**

Records used by Planning and Evaluation for coordinating divisional activities. File includes public hearing procedures, a copy of Administrative Procedures Act materials and procedures, clearinghouse procedures, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 17714. NORTH CAROLINA INFORMATION FILE**

Records concerning subjects such as flood planning control; population and employment statistics; travel and tourism; historic preservation; and other related subjects. File is used by personnel for reference purposes.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
ECONOMIC ADVANCEMENT AND PLANNING**

**ITEM 25663. PLANS AND STUDIES FILE**

Various plans and studies concerning communities within the jurisdiction of regional office. File includes engineering studies, zoning ordinances, land use plans, and subdivision regulations.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Regional Field Office File (Item 4021).

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
INDUSTRIAL DEVELOPMENT FUND/UTILITY ACCOUNT**

**ITEM 47422. INDUSTRIAL DEVELOPMENT FUND/UTILITY ACCOUNT AWARDED GRANTS FILE**

Records concerning approved state funding to municipalities and county governments. File includes applications, correspondence, final agreements, progress reports, payment information, and other related records from projects that successfully obtained awards. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality of trade secrets and G.S. § 132-6(d) regarding confidentiality of pending industrial projects.)

DISPOSITION INSTRUCTIONS: Transfer applications and final deliverables to the State Records Center 3 years after conclusion of agreement period. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 5 years (see 09 NCAC 03M .0703).

**ITEM 50588. INDUSTRIAL DEVELOPMENT FUND/UTILITY ACCOUNT NOT AWARDED GRANTS FILE**

Records concerning applications for state funding from municipalities and county governments. File includes applications, correspondence, and other related records from applicants who are not awarded a grant.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of application 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  
RURAL ECONOMIC DEVELOPMENT DIVISION  
NC MAIN STREET**

**ITEM 49922. MAIN STREET FINANCIAL INCENTIVE FUND GRANTEES FILE**

Records in paper and electronic formats concerning applicants of the Main Street programs seeking funds provided by either federal or state authorities. File includes original applications, correspondence, project rating forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. (See 09 NCAC 03M .0703.) If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 49923. MAIN STREET SOLUTIONS FUND AWARDED GRANTS FILE**

Records in paper and electronic formats concerning applicants of the Main Street Solutions Fund program seeking funds provided by the state. File includes original applications, correspondence, project rating forms, and other related records. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality.)

DISPOSITION INSTRUCTIONS: Transfer paper and electronic applications and final deliverables to the State Records Center 3 years after project is closed and when released from all audits. Electronic records will be transferred immediately to the custody of the Archives. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 5 years. (See 09 NCAC 03M .0703.)

**ITEM 49925. MAIN STREET SOLUTIONS FUND NOT AWARDED GRANTS FILE**

Records in paper and electronic formats concerning applicants of the Main Street Solutions Fund program seeking funds provided by the state. File includes original applications, correspondence, project rating forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of application 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.

**ITEM 49920. NORTH CAROLINA MAIN STREET PROJECTS FILE**

Records in paper and electronic formats, including e-mail, concerning the operation and implementation of Main Street programs. North Carolina Main Street Program is licensed by the National Trust for Historic Preservation. File includes correspondence between the office's Main Street staff and designated Main Street communities, memoranda, reports, design plans, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 49921. NORTH CAROLINA SMALL TOWN MAIN STREET PROJECTS FILE**

Records in paper and electronic formats, including e-mail, concerning the operation and implementation of Small Town Main Street programs. File includes correspondence between the office's Main Street staff and designated Main Street communities, memoranda, reports, design plans, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
RURAL GRANTS PROGRAMS**

**ITEM 50590. GRANT RECORDS TRANSFERRED FROM N.C. RURAL CENTER FILE**

Records concerning approved state funding allocated by the Rural Economic Development Center, Inc., to municipalities and county governments. Records were transferred to the custody of the Rural Economic Development Division in 2013; includes grants that had already closed out in 2013 and those being administered by the division on behalf of the Center. File includes applications, correspondence, final agreements, progress reports, payment information, and other related records from projects that successfully obtained awards.

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center 2 years after grant is closed. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 50589. RURAL GRANTS PROGRAM ADMINISTRATION FILE**

Records concerning the administration of the Rural Grants Programs Section. File includes memoranda, correspondence, directives, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year 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.

**ITEM 50591. RURAL GRANTS PROGRAMS AWARDED GRANTS FILE**

Records concerning approved state funding allocated by the Rural Grants Programs Section to municipalities and county governments. File includes applications, correspondence, final agreements, and other related data from projects that successfully obtain awards. (Comply with applicable provisions of G.S. § 132-1.2 regarding confidentiality.)

DISPOSITION INSTRUCTIONS: Transfer paper and electronic applications and final deliverables to the State Records Center 3 years after conclusion of agreement period. Electronic records will be transferred immediately to the custody of the Archives. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 5 years. (See 09 NCAC 03M .0703.)

**ITEM 50592. RURAL GRANTS PROGRAMS NOT AWARDED GRANTS FILE**

Records concerning applications for funding allocated by the Rural Grants Programs Section. File includes applications, correspondence, and other related records from applicants who are not awarded a grant.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of application 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.