

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT
SMALL BUSINESS DEVELOPMENT 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

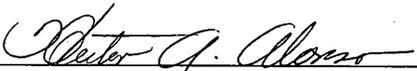
SMALL BUSINESS DEVELOPMENT DIVISION

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 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

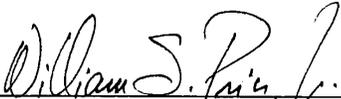
SMALL BUSINESS DEVELOPMENT DIVISION

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 This schedule is to remain in effect until superseded.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

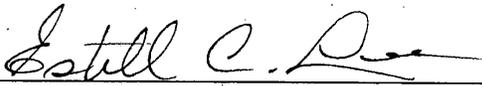


Hector A. Alonso, Chief Records Officer
Department of Economic and Community Development



William S. Price, Jr., Director
Division of Archives and History

APPROVED



Estell C. Lee, Secretary
Department of Economic and Community Development



Patric Dorsey, Secretary
Department of Cultural Resources

July 25, 1991

JH

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ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT
SMALL BUSINESS DEVELOPMENT DIVISION

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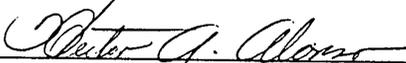
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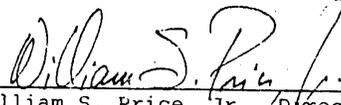
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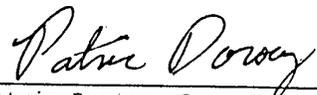


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

JH

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ITEM 13261. NORTH CAROLINA CLEARINGHOUSE FILE.

Official copies of documents concerning prospective buyers interested in purchasing firms in North Carolina. File includes information regarding North Carolina companies interested in selling.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 13262. SMALL BUSINESS COUNCIL FILE.

Records concerning the development of the Small Business Council. File includes oaths of office, Business Committee reports, reports to the Governor, and responses from the Governor to the Small Business Development Division.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office oaths of office immediately. Transfer remaining records to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 32105. SMALL BUSINESS COUNCIL MINUTES FILE.

Official minutes of meetings held by the Small Business Council.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.