

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
ASSISTANT SECRETARY FOR EXISTING INDUSTRIES  
ASSISTANT SECRETARY'S OFFICE

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

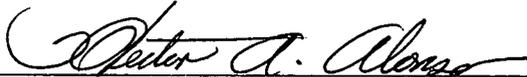
ASSISTANT SECRETARY'S OFFICE

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

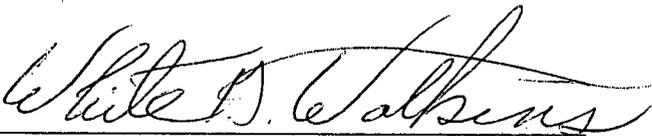
ASSISTANT SECRETARY'S OFFICE

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 This schedule is to remain in effect until superseded.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

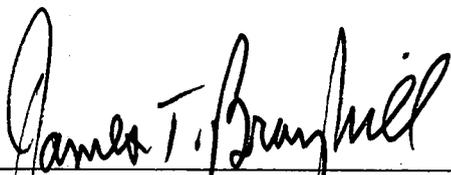


White G. Watkins, Assistant Secretary  
Department of Economic and Community  
Development



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

APPROVED



James T. Broyhill, Secretary  
Department of Economic and Community  
Development



Patric Dorsey, Secretary  
Department of Cultural Resources

April 16, 1990

WCW

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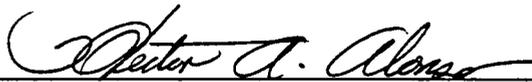
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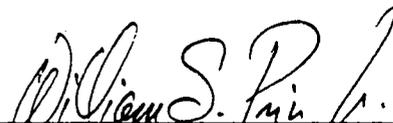
APPROVAL RECOMMENDED



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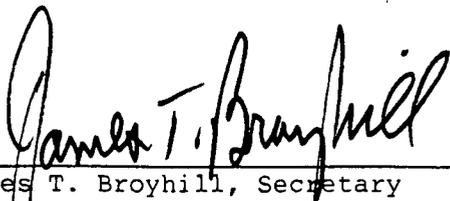


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April 16, 1990

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.

WCW

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**ITEM 29030. CORRESPONDENCE FILE.**

Correspondence written and received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 29036. PROJECTS FILE.**

Records concerning projects of the department monitored by or involving the assistant secretary.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after termination of project.

**ITEM 29038. STATE AGENCIES FILE.**

Correspondence and other related records concerning other North Carolina state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.