

DEPARTMENT OF INFORMATION TECHNOLOGY

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects the following organizational changes:

Office of the Governor, Office of Information Technology Services to Department of Information Technology

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 versions of the listed schedules. 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 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. 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.

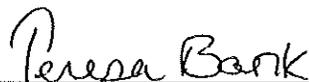
The Department of Information Technology and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Information Technology 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 Information Technology will be responsible for cost of microfilm production.

The Department of Information Technology 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 Information Technology 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 Information Technology 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



Teresa Bank
Chief Records Officer



Sarah E. Koontz, Director
Division of Archives and Records

APPROVED



Keith Werner, State Chief Information Officer
Department of Information Technology



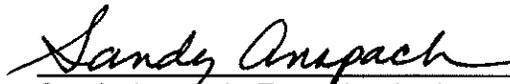
Susan W. Klutz, Secretary
Department of Natural and Cultural
Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

OFFICE OF THE GOVERNOR
OFFICE OF INFORMATION TECHNOLOGY SERVICES
ADMINISTRATIVE SERVICES

Amend the program records retention and disposition schedule approved November 16, 2004 by amending item 47368 and adding item 48057 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Sandy Anspach, Executive Assistant to the State CIO
Administration Services Section



David Rossi, Chief Financial Officer
Financial Services Division



David Brook, Director
Division of Historical Resources

APPROVED



George Bakolia, State Chief Information Officer
Office of Information Technology Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**OFFICE OF THE GOVERNOR
OFFICE OF INFORMATION TECHNOLOGY SERVICES
ADMINISTRATIVE SERVICES**

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

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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.**

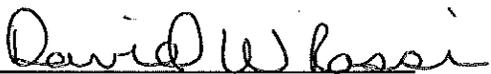
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

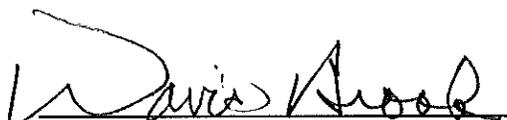
APPROVAL RECOMMENDED



Sandy Anspach, Executive Assistant to the State CIO
Administrative Services Section



David Rossi, Chief Financial Officer
Financial Services Division



David Brook, Director
Division of Historical Resources

APPROVED



George Bakolia, State Chief Information Officer
Office of Information Technology Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 47356. CHRONOLOGICAL FILE

Records generated by the State Chief Information Officer consisting of but not limited to: correspondence with administrators of other agencies, vendors, and internal memos.

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

ITEM 47357. DIRECTOR'S CORRESPONDENCE FILE

Records in paper and electronic formats concerning correspondence generated and received by the State Chief Information Officer.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

ITEM 47358. ASSISTANT DIRECTOR'S CORRESPONDENCE FILE

Records in paper and electronic formats concerning correspondence generated and received by the Deputy State Chief Information Officer.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

ITEM 47359. PROJECTS FILE

Records in paper and electronic format concerning projects generated by Administrative Services. Projects include but are not limited to: Legacy Systems, E-commerce, Asset Management, and other projects of substantive value.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

ITEM 47360. SPEECHES FILE

File includes records in paper and electronic form concerning presentations given by the State Chief Information Officer.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the Archives.

ITEM 47361. BIENNIAL STATE INFORMATION TECHNOLOGY PLAN FILE

File includes plans created every 2 years for the General Assembly. The plans are a requirement of G.S. 147-33.72B; reports contain inventories of technology assets, the needs of State agencies, and an analysis of technology based opportunities for initiatives that would improve effectiveness in State programs.

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DISPOSITION INSTRUCTIONS: When received from printer, retain one copy in office permanently; transfer one copy to the State Records Center for immediate transfer to the custody of the Archives; and transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, in accordance with G.S.125-11.8 (b). Destroy in office remaining copies and related records when reference value ends.

ITEM 47362. MINUTES OF STATE INFORMATION PROCESSING SERVICES (SIPS) ADVISORY BOARD FILE

Board is comprised of State agency Management Information Systems (MIS) directors. The SIPS advisory board existed from 1982 -2000. This item also includes the minutes from all preceding boards.

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

ITEM 47363. MINUTES OF INFORMATION TECHNOLOGY MANAGEMENT ADVISORY COUNCIL (ITMAC) FILE

File includes minutes of the ITMAC council, which existed from 2000-2004.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency 5 additional years and transferred to the custody of the Archives.

ITEM 47364. STATE INFORMATION PROCESSING SERVICES (SIPS) AND INFORMATION RESOURCE MANAGEMENT (IRM) PLANNING AND ORGANIZATIONAL FILE

Records concerning strategic planning, progress, and the reorganizations of SIPS and IRM, which have since been known as Information Technology Services (ITS).

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

ITEM 47366. ADMINISTRATIVE HEARINGS FILE

Appeals made by vendors whose products were not purchased.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration of contract 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 47367. BUSINESS PLAN FILE

Business plans for Information Technology Services listing goals, expectations, budgets, and other related information.

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.

ITEM 47368. INFORMATION RESOURCE MANAGEMENT COMMISSION (IRMC) GENERAL FILE

Records in paper and electronic formats include but are not limited to: a history of the IRMC, policies, by-laws, minutes (formerly under Enterprise Technology Strategies, Minutes File, Item 42540), and planning files. [Amended 8/10/2007].

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.

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ITEM 47369. AGENCY FILE

Files for each State agency concerning their information technology projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency for 5 additional years and then transferred to the custody of the Archives.

ITEM 48057. INFORMATION TECHNOLOGY ADVISORY BOARD (ITAB) GENERAL FILE

Records in paper and electronic formats concerning the review and comments on the State Information Technology Plan developed by the State Chief Information Officer, IT plans of the executive agencies, and state technology initiatives developed by the State CIO. The Board advises the State CIO on the development of statewide information technology programs and services and other issues brought to their attention by the State CIO. Records include a history of the ITAB, minutes, by-laws, planning files and other related records. [Amended 8/10/2007].

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.