

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

DEPARTMENT OF INFORMATION TECHNOLOGY

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.

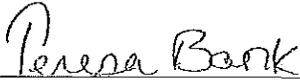
The Department of Information Technology and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed 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.

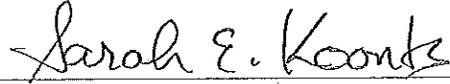
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013, by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated 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

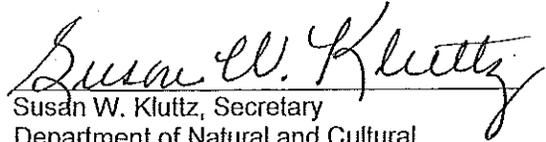


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Keith Werner, State Chief Information Officer
Department of Information Technology



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

Office of the Governor
Office of Information Technology Services
Center for Geographic Information and Analysis

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 an organizational change from the **Department of Environmental and Natural Resources, Division of Land Resources, Center for Geographic Information and Analysis** to **Office of the Governor, Office of Information Technology Services, Center for Geographic Information and Analysis**. 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 schedule dated **June 28, 1993 and subsequent amendments September 15, 1997, November 21, 2002 and January 24, 2003**. 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

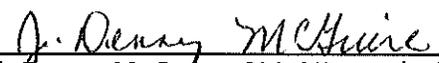
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS

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. **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

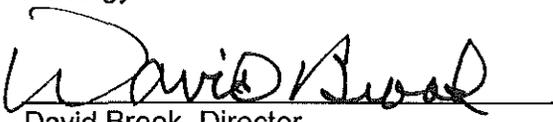
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS

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.

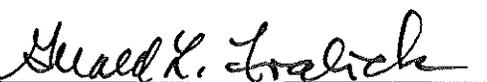
APPROVAL RECOMMENDED

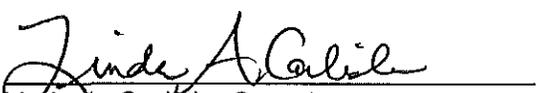

J. Denny McGuire, Chief Records Officer
Office of Information Technology Services


Tim R. Johnson, Director
Center for Geographic Information and Analysis


David Brook, Director
Division of Historical Resources

APPROVED


Gerald L. Fralick, State Chief Information Officer
Office of Information Technology Services


Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
ADMINISTRATION**

ITEM 17212. HISTORICAL (ADMINISTRATIVE) FILE

Records concerning the historical development of the Center. File includes mission statements, administrative and management correspondence, directives, goals and objectives, and other related records.

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

ITEM 17224. PROJECT CENTRAL FILE

Records concerning the State Center for Geographic Information and Analysis projects. File includes project reports, client contact forms, correspondence written to and/or received from clients, contracts, reference copies of billing records, data layer development records, internal memorandums from staff members, completed cost estimate forms, and other related records. (Note: Access to project records may be considered confidential in accordance to applicable General Statutes.) Amended 1-24-03

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after termination of agreement/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. Destroy microfilm of records currently held in the State Records Center 10 years from date received.

ITEM 35983. ADMINISTRATIVE FILE

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

DISPOSITION INSTRUCTIONS: Transfer to Historical (Administrative) File (Item 17212) when reference value ends.

ITEM 35989. PROJECT MANAGEMENT MEETINGS FILE

Records concerning project management meetings conducted by the State Center for Geographic Information and Analysis. File includes agendas, internal policies, notes regarding project manager activities, Project Management Team staff meeting notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office internal policies when superseded or obsolete. Destroy in office remaining records after 3 years.

ITEM 35991. PROJECT MANAGEMENT WORKING FILE

Records concerning status of various on-going projects. File includes process descriptions, project reports, memorandums and correspondence regarding staff assignments, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Project Central File (Item 17224) immediately after project is completed.

ITEM 36003. POLICIES, PROCEDURES, AND REGULATIONS FILE

Policies, procedures, and regulations developed by the State Center for Geographic Information and Analysis.

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

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
DATABASE ADMINISTRATION**

ITEM 17221. MAPS AND AERIAL PHOTOGRAPHS FILE

Reference copies of source maps and photographs used to develop corporate data for the division's geographic information system. File includes maps and overlays provided by United States Geological Survey (USGS), Soil Conservation Service, and the N.C. Department of Environment, Health, and Natural Resources, and other sources.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35993. ACQUIRED DATA (ELECTRONIC) FILE

Machine readable records concerning data purchased for corporate state-wide geographic information systems databases that are coordinated by the Center. Electronic file includes acquisition data, sources of data, various data fields, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of magnetic tapes to onsite fireproof vault for backup security storage routinely. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Retain in office electronic data permanently.

ITEM 35994. CORPORATE DATABASE DEVELOPMENT FILE

Records concerning corporate data development profiles for clients (corporations, federal/state/local agencies, and private individuals). File includes agendas, summary reports, correspondence, reference copies of minutes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer summary reports to the State Records Center after 3 years. 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 3 years.

ITEM 35996. CORPORATE DATABASE CUSTODIAN FILE

Records concerning custodians of data layers in the corporate database. File includes memorandums of understanding agreements, authorization forms to release custodial data, list of custodians, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer subsequent records to the State Records Center at the end of each fiscal year to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Retain paper records in office permanently.

ITEM 35999. CORPORATE GEOGRAPHIC INFORMATION SYSTEM (GIS) STATIC DATABASE (ELECTRONIC) FILE

Machine readable records on 8mm magnetic media concerning items on the corporate data layer file. Electronic file includes names of files, file sources, cartographic data, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to onsite fireproof vault for backup security storage every 6 months. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase or update in office recorded information when administrative value ends. Destroy in office systems documentation when administrative value ends.

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
DATABASE ADMINISTRATION**

ITEM 36000. GEOSPATIAL METADATA DATABASE (ELECTRONIC) FILE

Machine readable records on 8mm magnetic tapes concerning summary reports describing data layer files. File includes contents of data layer file, supporting documentation of data layers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to onsite fireproof vault for backup security storage weekly. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase or update in office recorded information when administrative value ends. Destroy in office systems documentation when administrative value ends.

ITEM 36001. GEOSPATIAL METADATA SUMMARY REPORTS (ELECTRONIC) FILE

Machine readable records accessible through the World Wide Web (WWW) concerning summary reports of completed data layer files. Electronic summary reports include descriptions of data layers, descriptions of completed projects, descriptions of creating data, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic tape to onsite fireproof vault for backup security storage. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase or update in office recorded information when administrative value ends. Destroy in office systems documentation when administrative value ends.

ITEM 36002. DATABASE ADMINISTRATION PROJECT FILE

Records concerning specific client geographic information system projects utilizing the data layer files. File includes cartographic specifications, correspondence between clients, contracts, completed cost estimate forms including project numbers and client names, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Administration, Project Central File (Item 17224) when project account is established.

ITEM 36004. DYNAMIC AND STATIC DATABASES SUPPORTING DOCUMENTATION (PRINTOUTS) FILE

Computer printouts concerning data layers. Printouts include files' numbers, file sources, cartographic data, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when Sun System Data Layer Database (Electronic) File (Item 36008) is erased.

ITEM 36005. HISTORIC CORPORATE GEOGRAPHIC INFORMATION SYSTEM (GIS) DATABASE (ELECTRONIC) FILE

Machine readable records archived from corporate GIS datafiles for historic purposes. Electronic file includes identification and location of data regarding endangered species, archaeological sites, historical structures, and other related data. (Electronic data is downloaded to this series from Corporate Geographic Information System (GIS) Dynamic Database (Electronic) File (Item 35998) and from Corporate Geographic Information System (GIS) Static Database (Electronic) File (Item 35999) routinely.) (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological sites.)

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
DATABASE ADMINISTRATION**

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to onsite fireproof vault for backup security storage weekly. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase or update in office recorded information when administrative value ends. Destroy in office systems documentation when administrative value ends.

ITEM 36006. HISTORIC PROJECTS DATABASE (ELECTRONIC) FILE

Machine readable tapes on the Data General System concerning completed projects for the Center's clients. Electronic file includes project numbers, names of clients, cartographic data, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to onsite fireproof vault for backup security storage weekly. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase in office after 3 years unless otherwise arranged by client through contractual agreement.

ITEM 36007. HISTORIC PROJECTS SUPPORTING DOCUMENTATION (PRINTOUTS) FILE

Printouts concerning the Data General Client File. Printouts include names of clients, projects numbers, cartographic data, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office after 3 years unless otherwise arranged by client through contractual agreement.

ITEM 36008. SUN SYSTEM (ARC/INFO) DATA LAYER DATABASE (ELECTRONIC) FILE

Machine readable records concerning corporate geographic data layers. Electronic file includes geometric configurations, attribute tables, and other related data that is specific to each data layer.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to onsite fireproof vault for backup security storage weekly. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Migrate electronic data to current technological capabilities as required. Destroy previous versions of magnetic tapes 3 years after migration to new operating system or applications platform has proven successful.

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
DIRECTOR'S OFFICE**

**ITEM 36010. NORTH CAROLINA GEOGRAPHIC INFORMATION COORDINATING COUNCIL (GICC)
HISTORY FILE**

Records concerning the GICC's responsibilities to guide the Center for Geographic Information and Analysis (CGIA) and establish the state's directions in the utilization of geographic information, geographic information system technologies, and other related technologies. File includes agendas, reports, correspondence regarding the development of policy, by-laws, oaths of office, statements of directions, geographic information services technology standards, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 36011. NORTH CAROLINA GEOGRAPHIC INFORMATION COORDINATING COUNCIL
MINUTES FILE**

Official minutes of the North Carolina Geographic Information Coordinating Council. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 36012. NORTH CAROLINA GEOGRAPHIC INFORMATION SYSTEM CONFERENCE FILE

Records concerning the biennial state-wide conference. File includes correspondence, conference agendas, conference brochures, summary reports of conference activities, and other related records.

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

ITEM 36013. PLANNING DEVELOPMENT FILE

Records concerning planning strategies developed by the Director. File includes development plans, target dates, plans of action, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36014. PROJECT DEVELOPMENT FILE

Records concerning obtaining projects for the Center. File includes client contact forms, estimates of project costs, names of potential clients, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Administration, Project Central File (Item 17224) immediately when project account is established. Destroy in office after 2 years if project account is not established.

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
DIRECTOR'S OFFICE**

ITEM 36016. SPEECHES FILE

Speeches made by the director and other staff members concerning the State Center for Geographic Information and Analysis' activities and for members of the Geographic Information Coordinating Council, accomplishments, and services available to state agencies and other clients.

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

ITEM 36031. DIRECTOR'S CORRESPONDENCE FILE

Correspondence written and/or received by the director concerning the creation and implementation of policies, guidelines, regulations, and procedures for the administration of the State Center for Geographic Information and Analysis.

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

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
MARKETING OFFICE**

ITEM 36018. PROJECT DEVELOPMENT FILE

Records concerning obtaining projects for the Center. File includes completed client contact forms, estimates of project costs, potential client names, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Administration, Project Central File (Item 17224) immediately when project account is established. Destroy in office after 2 years if project account is not established.

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
PRODUCTION SERVICES**

ITEM 36019. CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS MACROS DIRECTORY FILE

Directory of available software and macros that are used by the Center to develop standard maps. Directory includes names of maps, descriptions of maps, data set shades, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36020. PRODUCTION SERVICES PROJECTS FILE

Records concerning specific client Geographic Information System projects utilizing the data layer files. File includes project reports, maps, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Administration, Project Central File (Item 17224) when project account is established.

ITEM 36022. APPLICATION DATASETS AND PROJECTS (ELECTRONIC) FILE

Machine readable records concerning specific geographic information system projects utilizing the data layer files. Electronic file includes project numbers, clients' names, cartographic data, and other related records. (Source data is downloaded from Database Administration, Corporate Geographic Information System (GIS) Static Database (Electronic) File (Item 35999), geographic information databases identified by customers, and other related sources. Access to application datasets may be considered confidential in accordance to applicable General Statutes.)

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic tape to onsite fireproof vault for backup security storage weekly. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase in office 3 years after project is completed unless otherwise arranged by client through contractual agreement, and 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 36023. SERVICES SOFTWARE AND MACROS (ELECTRONIC) FILE

Machine readable records concerning data created for a particular map, report, or analysis. Electronic file includes arc macros, arc views, symbology datasets, tables, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic tape to Office of State Planning, Director's Office for offsite backup storage weekly. Agency representative will update database periodically and replace magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle. Erase in office when superseded.

**DEPARTMENT OF INFORMATION TECHNOLOGY
CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
SYSTEM ADMINISTRATION**

ITEM 17227. MANUALS FILE

Reference copies of operating instruction manuals for section computer systems.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36024. APPLICATIONS SOFTWARE FILE

Environmental Systems Research Institute (ESRI) software and other software related packages on 8mm tape and CD-ROM purchased by the Center to perform Geographic Information Systems (GIS) functions.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to Office of State Planning, Director's Office for offsite backup storage. Agency representative will update periodically.

ITEM 36025. DISASTER RECOVERY AGREEMENTS FILE

Agreements between the Center and other state agencies concerning the recovery of records and machine readable records in the event of a disaster. Agreements include agencies' names, methods of recovery, names of contact persons in the Center and other related information.

DISPOSITION INSTRUCTIONS: Transfer copy of signed agreement to the State Records Center immediately for security storage. Agency representative will notify State Records Center when agreements have been superseded and can be destroyed.

ITEM 36026. PERSONAL COMPUTER SOFTWARE FILE

Personal computer software purchased by the Center.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an offsite location for backup storage. Agency representative will update periodically.

ITEM 36027. SYSTEMS SOFTWARE FILE

Operating systems software for computer interfaces.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to Office of State Planning, Director's Office for offsite backup storage. Agency representative will update periodically.