

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.

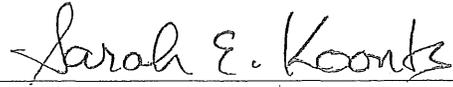
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013, by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

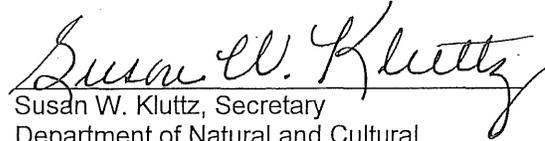


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Keith Werner, State Chief Information Officer
Department of Information Technology



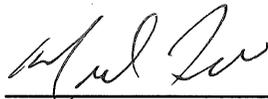
Susan W. Klutz, Secretary
Department of Natural and Cultural
Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**OFFICE OF THE GOVERNOR
OFFICE OF INFORMATION TECHNOLOGY SERVICES
ENTERPRISE TECHNOLOGY STRATEGIES**

Amend the program records retention and disposition schedule approved August 29, 2006 by amending item 42540 and the addition of 47058 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

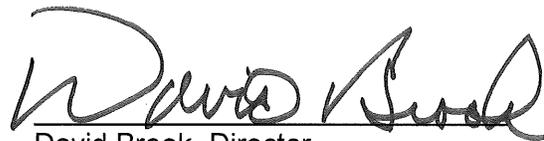
APPROVAL RECOMMENDED



Michael Fenton, Chief Technology Officer
Enterprise Technology Strategies



William E. Willis, Jr., Deputy State Chief
Information Officer
Office of Information Technology Services



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
ENTERPRISE TECHNOLOGY STRATEGIES

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

ENTERPRISE TECHNOLOGY STRATEGIES

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. The**

ENTERPRISE TECHNOLOGY STRATEGIES

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.

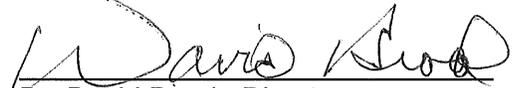
APPROVAL RECOMMENDED



Michael Fenton, Chief Technology Officer
Office of Information Technology Services

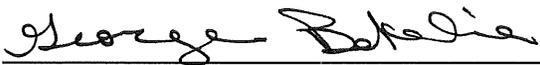


Bill Willis, Deputy State Chief Information Officer
Office of Information Technology Services



Dr. 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

DEPARTMENT OF INFORMATION TECHNOLOGY ENTERPRISE TECHNOLOGY STRATEGIES

ITEM 42535. HARDWARE/SOFTWARE FILE

Correspondence and memorandums concerning computer hardware and software. File also includes computer contracts and maintenance agreements, services reports, reference copies of invoices, packing slips, and other related records.

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

ITEM 42539. MEMBERSHIP FILE

Records concerning section employees' membership in various organizations and associations. File includes rosters, newsletters, and other related records.

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

ITEM 42540. MINUTES FILE

Minutes of the (now defunct) Information Resource Management Commission (IRMC) meetings. File includes agendas, magnetic tapes of recorded minutes, and other related records. File also includes printed (reference) copies of independent assessments produced from Projects Database (Electronic) File (Item 42546). [Amended 8/24/2007].

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy printed copies of independent assessments, extra copies of minutes dated October, 1992-April, 1999, and all magnetic tapes in office when reference value ends. Transfer official, signed minutes to Administrative Services Section, Information Resource Management Commission (IRMC) General File (Item 47368). Transfer records currently held in the State Records Center, immediately to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records. For minutes currently on microfilm, the original copy (silver-halide) of microfilm will continue to be stored permanently in the State Archives vault.

ITEM 42546. PROJECTS DATABASE (ELECTRONIC) FILE

Records in electronic formats concerning independent assessments of technology based programs and services for state agencies, as reported in Projects File (Item 42566), completed by Information Resource Management staff. (Electronic database systems are backed up by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Update routinely. Retain in office permanently.

ITEM 42560. HARDWARE SELECTION FILE

Records concerning the selection of computer equipment. File includes correspondence, literature received from vendors, and other related records.

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

ITEM 42561. HOMEPAGE (ELECTRONIC) FILE

Records in electronic format concerning section and the (now defunct) Information Resource Management Commission (IRMC) presence on the World Wide Web (WWW). Records are in hypertext markup language (HTML). Electronic file includes policies and standards, statewide projects, meeting resources, and other related records. (Electronic database systems are backed-up by Information Technology Services (ITS).)

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

**DEPARTMENT OF INFORMATION TECHNOLOGY
ENTERPRISE TECHNOLOGY STRATEGIES**

ITEM 42566. PROJECTS FILE

Monthly reports submitted by state agencies concerning information technology based programs and services. File also includes correspondence and quality assurance reports. (Reports are used to complete assessments in Projects Database (Electronic) File (Item 42546).)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after project closes 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 48058. ENTERPRISE TECHNOLOGY POLICIES GUIDELINES AND STANDARDS

Records in electronic format concerning the policies and standards developed to help the implementation of new technologies consistent with the state's enterprise approach.

DISPOSITION INSTRUCTIONS: Transfer electronic records after 3 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records. Destroy reference copies in office when reference value ends.