

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.

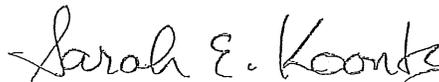
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013, by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

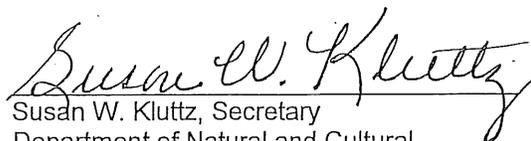


Sarah E. Koontz, Director  
Division of Archives and Records

APPROVED



Keith Werner, State Chief Information Officer  
Department of Information Technology



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

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**OFFICE OF THE GOVERNOR  
OFFICE OF INFORMATION TECHNOLOGY SERVICES  
Information Security**

Amend the program records retention and disposition schedule approved February 20, 2008 by amending item 47322 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

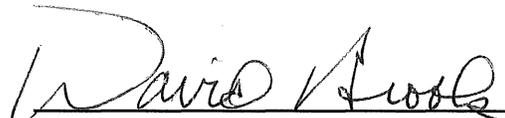
**APPROVAL RECOMMENDED**



Katherine White, Chief Records Officer  
Office of Information Technology Services



William Shipp, Manager  
Information Security



David Brook, Director  
Division of Historical Resources

**APPROVED**



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



Linda A. Carlisle, Secretary  
Department of Cultural Resources

OFFICE OF THE GOVERNOR  
OFFICE OF INFORMATION TECHNOLOGY SERVICES  
INFORMATION SECURITY

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

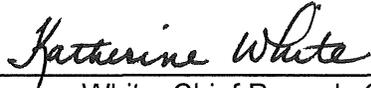
**INFORMATION SECURITY**

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**

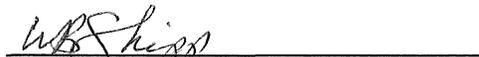
**INFORMATION SECURITY**

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**



Katherine White, Chief Records Officer  
Office of Information Technology Services

  
William Shipp, Director  
Information Security  
David Brook, Director *JAC*  
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  
INFORMATION SECURITY**

**ITEM 47322. INFORMATION SECURITY MANAGER'S CORRESPONDENCE FILE**

Records in paper and electronic formats concerning correspondence generated by the Information Security Manager. (Comply with confidentiality restrictions of G.S. 132-6.1(c) concerning records with sensitive public security information.) (File maintenance and backup procedures are conducted by the Office of Information Technology Services (ITS).) [Amended 2/13/2009.]

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

**ITEM 48100. INFORMATION SECURITY PROJECT FILE**

Projects of the Information Security Manager in paper and electronic formats concerning the security of information technology resources belonging to the Office of Information Technology Services. (Comply with confidentiality restrictions of G.S. 132-6.1 (c) regarding security features of public information technology systems.) (File maintenance and backup procedures are conducted by the Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when administrative value ends.

**ITEM 48101. SECURITY ASSESSMENTS FILE**

Records in paper and electronic formats concerning the security of information technology resources of state agencies. File includes detailed and summary reports. (Comply with the confidentiality restrictions of G.S. 132-6.1(c) concerning records with sensitive public security information.) (File maintenance and backup procedures are conducted by the Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when superseded or obsolete.