

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
ADMINISTRATIVE SERVICES
OFFICE OF INSPECTOR GENERAL

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

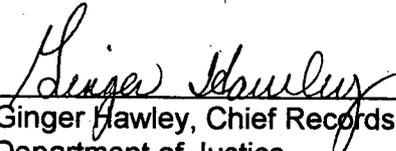
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

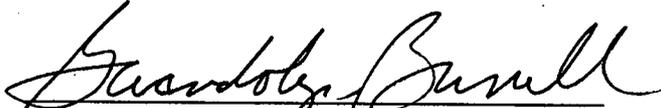
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

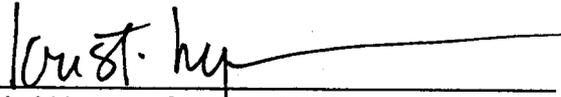
APPROVAL RECOMMENDED



Ginger Hawley, Chief Records Officer
Department of Justice



Gwendolyn Burrell, Inspector General
Office of Inspector General

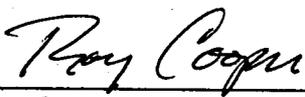


Kristi Hyman, Chief of Staff
Department of Justice



David J. Olson, Director
Division of Historical Resources

APPROVED



Roy Cooper, Attorney General
Department of Justice



Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 3, 2001

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**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
ADMINISTRATIVE SERVICES
OFFICE OF INSPECTOR GENERAL**

ITEM 45961. OFFICE OF INSPECTOR GENERAL-ADMINISTRATIVE FILE.

Records concerning the day-to-day management and operation of the office. File includes routine correspondence, budgetary records, position information, travel logs, committee reports, reimbursement requests, and other related records. (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Transfer remaining records to the State Records Center by December 31, 2001. Records will be held in the State Records Center 3 additional years and then destroyed.

ITEM 45962. OFFICE OF INSPECTOR GENERAL-CORRESPONDENCE FILE.

Correspondence and memorandums written and received by the Inspector General. File also includes annual reports, legislative records, policies and procedures, and other related records. (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2001. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 45963. OFFICE OF INSPECTOR GENERAL-CLOSED INVESTIGATIVE CASES FILE.

Records concerning investigative activity in means-tested public assistance programs. File includes referrals, wage forms, case summaries, handwriting and fingerprint analysis, criminal investigative records, public assistance program inquiries, and other related records. (Comply with applicable provisions of G.S. 108A-80 regarding confidentiality of records.) (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2001. Records will be held in the State Records Center 10 additional years and then destroyed.

ITEM 45964. OFFICE OF INSPECTOR GENERAL-LEAVE REPORTS FILE.

Recapitulation of employees' vacation and sick leave. (Comply with applicable provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel records.) (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Transfer to the Department of Justice, Office of the Attorney General, Personnel Section by December 31, 2001.

ITEM 45965. OFFICE OF INSPECTOR GENERAL-PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE.

Records concerning office employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel records.) (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the Department of Justice, Office of the Attorney General, Personnel Section after completion of action and resolution of issues involved. Transfer remaining records to the Department of Justice, Office of the Attorney General, Personnel Section by December 31, 2001.

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ITEM 45966. OFFICE OF INSPECTOR GENERAL-PERSONNEL FILE.

Records concerning office personnel. File includes resumes, personnel action forms, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel records.) (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Transfer to the Department of Justice, Office of the Attorney General, Personnel Section, Active Personnel File (Item 14170) by December 31, 2001.

ITEM 45967. OFFICE OF INSPECTOR GENERAL-PUBLICATIONS FILE.

Publications created and distributed by the office. (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: 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. 125-11.7/11.8. Destroy in office remaining records by December 31, 2001.

ITEM 45968. OFFICE OF INSPECTOR GENERAL-REFERENCE FILE.

Reference and training material for means-tested public assistance programs. File also includes training manuals. (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2001. Records will be held in the State Records Center 5 additional years and then destroyed.

ITEM 45969. OFFICE OF INSPECTOR GENERAL-WEBSITE (ELECTRONIC) FILE.

Electronic records concerning the office's presence on the World Wide Web (WWW). File includes contact information, training classes, basic agendas, training calendars, listing of territories, basic applications, basic memorandums, and other related records. Records are in hypertext markup language (HTML). (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Office of Inspector General is scheduled to be abolished December 31, 2001.)

DISPOSITION INSTRUCTIONS: Destroy in office records in electronic formats by December 31, 2001.