

DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
CENTRAL FILES SECTION

Records Retention and Disposition Schedule

The 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

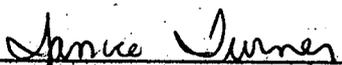
**CENTRAL FILES SECTION**

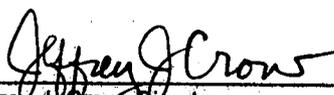
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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**

**CENTRAL FILES SECTION**

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 This schedule is to remain in effect until superseded.

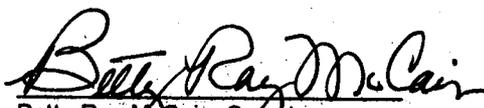
**APPROVAL RECOMMENDED**

  
Janice Turner, Chief Records Officer  
Department of Justice

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
Michael Easley, Attorney General  
Department of Justice

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

April 15, 1996

MS

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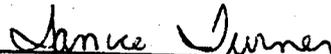
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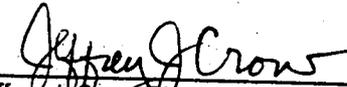
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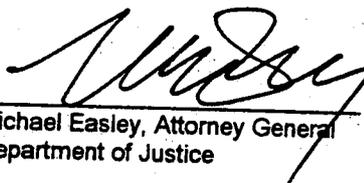
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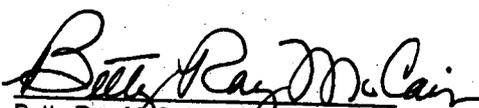
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This schedule was modified to  
comply with the provisions of the  
**General Schedule for State Agency Records,**  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

April 15, 1996

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**ITEM 2353. CORRESPONDENCE FOR STATE/FEDERAL AGENCIES AND UNIVERSITIES FILE.**

Non-opinion letters written for and to state/federal agencies and universities by the Attorney General's staff. (NOTE: Formerly included formal opinion letters.)

DISPOSITION INSTRUCTIONS: Transfer formal opinion letters to Attorney General's Formal Opinions File (Item 38553) immediately. Transfer remaining records 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 2354. INDEX TO ATTORNEY GENERAL'S OPINIONS FILE.**

Card file providing reference information concerning each Attorney General's opinion.

DISPOSITION INSTRUCTIONS: Item discontinued. 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 2355. ATTORNEY GENERAL'S OFFICE CORRESPONDENCE (SUBJECT) FILE.**

Correspondence received from local government officials and items of statewide significance to the Attorney General requesting information. File also includes copies of replies by the Attorney General's staff and miscellaneous subject files.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 2356. ATTORNEY GENERAL'S ADVISORY OPINIONS FILE.**

Advisory opinions written by the Attorney General's staff. File includes original request for each opinion. Information entered into Formal/Advisory Opinions (Electronic) Database File (Item 38555).

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 34813. PRIVATE CITIZENS' (GENERAL) REQUESTS FILE.**

Correspondence to the Attorney General requesting general information. File also includes copies of requests and telephone requests with response attached.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 38553. ATTORNEY GENERAL'S FORMAL OPINIONS FILE.**

Formal opinion letters written by the Attorney General's staff. (Each opinion letter interprets the law and provides procedures to follow in a specific case. Each opinion has original letters or telephone requests attached when applicable.) Information entered into Formal/Advisory Opinions (Electronic) Database File (Item 38555).

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 38555. FORMAL/ADVISORY OPINIONS ELECTRONIC (DATABASE) FILE.**

Machine readable records concerning opinions written by Attorney General's staff. Electronic file includes official dates of opinions, types of opinions, names of requesters, names of authors, and other related data. (Electronic files are maintained by Office of the Attorney General, Information Systems Section.)

DISPOSITION INSTRUCTIONS: Update in office routinely.