

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CIVIL DIVISION
SENIOR DEPUTY ATTORNEY GENERAL'S OFFICE

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

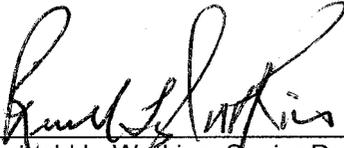
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

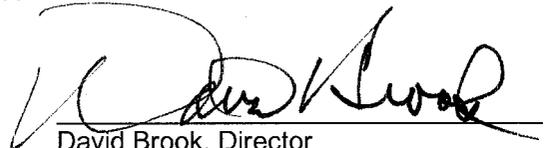
APPROVAL RECOMMENDED



Scarlett Hargis, Chief Records Officer
Department of Justice



Reginald L. Watkins, Senior Deputy Attorney General
Civil Division

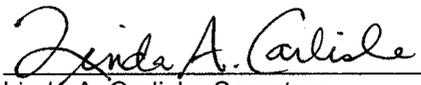


David Brook, Director
Division of Historical Resources

APPROVED



Kristi Hyman, Chief of Staff
Department of Justice



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 29712. ACTIVE CASE FILE.

Records concerning each active case assigned to this division. File includes correspondence and all legal working papers used in preparing and presenting each case.

DISPOSITION INSTRUCTIONS: Transfer to the appropriate section involved for disposition when review process is complete.

ITEM 48416. COMPANY POLICE PROGRAM FILE.

Records concerning the company police program. File includes final agency decisions rendered by the Attorney General's designee; official record from the Office of Administrative Hearings; proposed final agency decisions; exceptions to proposals; written arguments; correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 48417. SETTLEMENT OF CASES IN EXCESS OF \$75,000 FILE.

Records concerning settlement agreements in excess of \$75,000.00 negotiated by sections in the Civil Division. File includes settlement agreements, correspondence, and other related records. (Records from this series used to compile the Legislative Reports for the General Assembly.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 48419. ADVISORY OPINIONS AND LETTERS FILE.

Records in paper and electronic formats concerning advisory opinions and letters rendered by sections in the Civil Division on behalf of state agencies represented by the division. File includes correspondence, including e-mail related to this topic, opinions, and letters rendered.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records 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.

ITEM 48421. LITIGATION AND MEDIATION FILE.

Records in paper and electronic formats concerning cases litigated and mediated on behalf of the state by sections within the Civil Division in which the director actively participates. File includes correspondence, including e-mail related to this topic, research records, briefs, motions, rulings, trial and mediation outcomes, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records 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.