

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CONSUMER PROTECTION DIVISION
UTILITIES UNIT

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

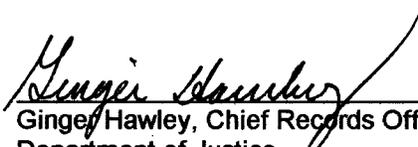
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition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

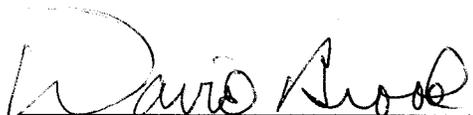
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

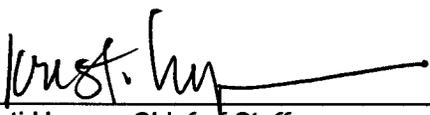
APPROVAL RECOMMENDED

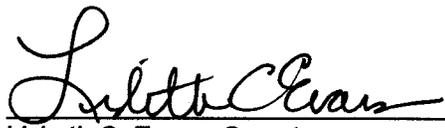

Ginger Hawley, Chief Records Officer
Department of Justice


Josh Stein, Senior Deputy Attorney General
Office of the Attorney General


David Brook, Director
Division of Historical Resources

APPROVED


Kristi Hyman, Chief of Staff
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Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 3530. Litigation File. Records concerning each utility or energy-related case handled by section. File includes information regarding each action relative to case and other transcripts of Utilities Commission hearings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the state records center 5 years after case is closed. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 3531. Utilities Commission Hearings Transcripts File. Reference copies of transcripts of Utilities Commission hearings and energy-related court cases.

DISPOSITION INSTRUCTIONS: Records transferred to Litigation File (Item 3530).

Item 14227. General Correspondence File. Records in paper and electronic formats concerning general correspondence and memorandums written and received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 14228. Informal/Advisory Letter Opinions File. Informal/advisory letter opinions written by the section attorneys. File includes copies of the requests.

DISPOSITION INSTRUCTIONS: Records transferred to Subject File (Item 47548).

Item 14229. Attorney General's Correspondence File. Inquiries addressed to the Attorney General and assigned to this section for response.

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response once completed to the Central Files Section, Attorney General's Office Correspondence (Subject) File, (Item 2355).

Item 14230. Active Case File. Records concerning each active case assigned to this section. File includes correspondence and all legal working papers used in preparing and presenting each case.

DISPOSITION INSTRUCTIONS: Transfer to Closed Case File (Item 14232) when case or dispute is closed.

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Item 14232. Closed Case File. Records concerning each closed case assigned to this section. File includes correspondence and all legal working papers used in preparing and presenting each case.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when case is closed. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently held in the State Records center 10 years from date received.

Item 14235. Criminal Briefs File. Reference copies of printed briefs and other related records presented to the Supreme Court and Court of Appeals by counsel for the State in criminal action cases.

DISPOSITION INSTRUCTIONS: Destroy in office when legal and reference values end.

Item 47548. Subject File. Official and reference copies of documents concerning various utility related matters. File includes Informal/Advisory letters of opinions filed by subject, informal complaints, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.