

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
ELECTIONS 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

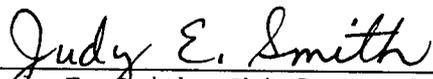
ELECTIONS SECTION

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

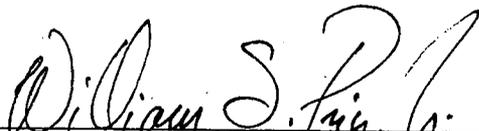
ELECTIONS SECTION

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 This schedule is to remain in effect until superseded.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

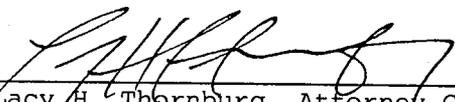


Judy E. Smith, Chief Records Officer
Department of Justice

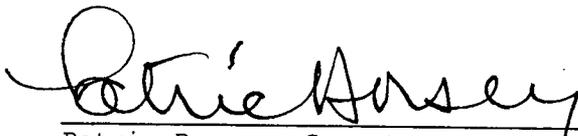


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Lacy H. Thornburg, Attorney General
Department of Justice



Patric Dorsey, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

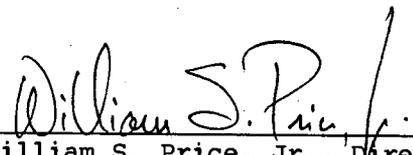
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Amend the records retention and disposition schedule approved October 16, 1989 by changing the description and disposition instructions for Items 28013 and 28014 and by adding Items 36690 and 36691 as shown on substitute page dated February 28, 1994.

APPROVAL RECOMMENDED



Judy Smith, Chief Records Officer
Department of Justice



William S. Price, Jr., Director
Division of Archives and History

APPROVED



Michael Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

February 28, 1994

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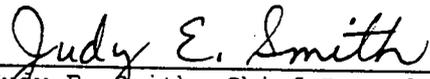
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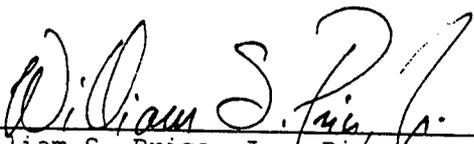
ELECTIONS SECTION

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APPROVAL RECOMMENDED

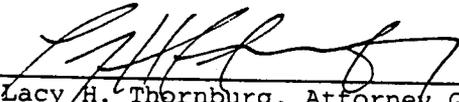


Judy E. Smith, Chief Records Officer
Department of Justice

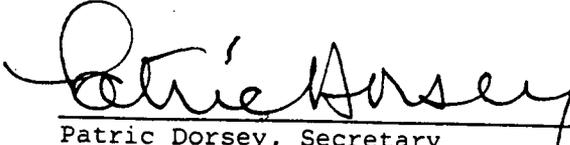


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Lacy H. Thornburg, Attorney General
Department of Justice



Patric Dorsey, Secretary
Department of Cultural Resources

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.

October 16, 1989

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**DEPARTMENT OF JUSTICE
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ELECTIONS SECTION**

ITEM 28012. GENERAL CORRESPONDENCE FILE.

General correspondence and memorandums written and received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 28013. ADVISORY LETTERS FILE.

Advisory letters written by the section attorneys to state and local government officials or their attorneys regarding routine legal matters. File includes copies of the requests. Amended 2-28-94

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 28014. ATTORNEY GENERAL'S FORMAL OPINIONS FILE.

Opinions provided to state or local government officials or their attorneys having statewide significance. Amended 2-28-94

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central Files Section, Attorney General's Combined Opinions and Correspondence for State Agencies File (Item 2353) when response has been completed.

ITEM 28015. 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 when case or dispute is closed.

ITEM 28016. 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 reference value ends. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 28017. CRIMINAL BRIEFS FILE.

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 36690. ATTORNEY GENERAL'S ADVISORY OPINIONS FILE.

Opinions provided to state or local government officials or their attorneys regarding legal issues significant to the operation or administration of state agencies or local governments. Amended 2-28-94

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central Files Section, Attorney General's Combined Opinions and Correspondence for State Agencies File (Item 2353) when response has been completed.

ITEM 36691. INFORMATIONAL LETTERS FILE.

Letters to private citizens and organizations requesting legal assistance. Amended 2-28-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.