

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SERVICE TO STATE AGENCIES
ADMINISTRATION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **State Agency Services Section to Service to State Agencies, Administration**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated May 9, 1994. 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

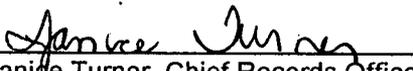
SERVICE TO STATE AGENCIES-ADMINISTRATION

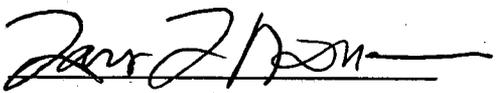
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

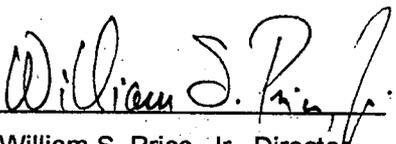
SERVICE TO STATE AGENCIES-ADMINISTRATION

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 This schedule is to remain in effect until superseded.

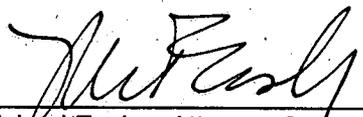
APPROVAL RECOMMENDED

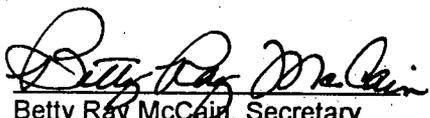

Janide Turner, Chief Records Officer
Department of Justice


Lars F. Nance, Section Head
Service to State Agencies-Administration


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

APPROVAL


Michael Easley, Attorney General
Department of Justice


Betty Ray McCain, Secretary
Department of Cultural Resources

November 23, 1994

MS

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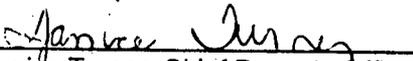
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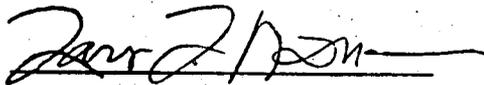
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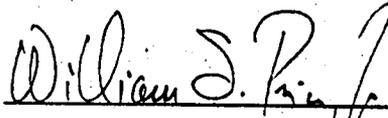
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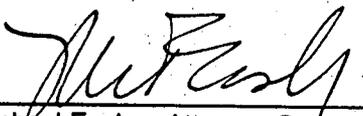
APPROVAL RECOMMENDED

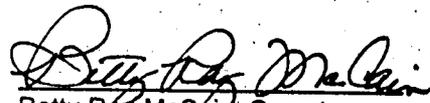

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**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

November 23, 1994

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ITEM 6015. GENERAL CORRESPONDENCE FILE.

General correspondence and memorandums written and received by the section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6016. 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. (NOTE: Incorporates records previously scheduled separately for each attorney in the section, specifically records transferred as Item 3611, Attorney's Correspondence File for the Attorney for Personnel, Retirement, Board of Elections, and Divorce and Licensing Boards.)

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 6017. ATTORNEY GENERAL'S FORMAL OPINIONS FILE.

Opinions provided to state or local government officials or their attorneys having statewide significance.

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 6018. ACTIVE CASES FILE.

Records concerning each case assigned to the section. File includes correspondence and all legal working papers used in preparing and presenting each case.

DISPOSITION INSTRUCTIONS: Transfer to the Closed Cases File (Item 6019) when case or dispute is closed.

ITEM 6019. CLOSED CASES FILE.

Records concerning each case assigned to the section. File includes correspondence and all legal working papers used in preparing and presenting each case. (NOTE: Incorporates records previously scheduled separately for each attorney in the section, specifically records transferred as Item 3610, Closed Cases File for the Attorney for Personnel, Retirement, Board of Elections, and Divorce and Licensing Boards and Item 3792, the Attorney for Alcoholic Beverage Control, Sheriffs, State Bureau of Investigation, Police Information Network, and Other Areas.)

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 6020. 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 reference value ends.

ITEM 36771. 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.

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.

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ITEM 36772. INFORMATIONAL LETTERS FILE.

Letters to private citizens and organizations requesting legal assistance.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.