

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
STATE AGENCY SERVICES SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **State Agency Services Section, General Statutes Commission to State Agency Services Section**. 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 July 6, 1998. 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. **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

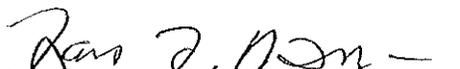
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Scarlett Hargis, Chief Records Officer
Department of Justice



Lars Nance, Section Head
State Agency Services Section

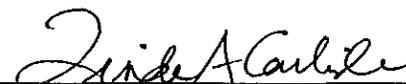


David Brook, Director
Division of Historical Resources

APPROVED



Kristi Hyman, Chief of Staff
Department of Justice



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 14281. ACTIVE CASES FILE.

Records concerning wills and estates, clerks of court, and other cases.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Cases File when case is closed.

ITEM 14282. INACTIVE CASES FILE.

Records concerning wills and estates, clerks of court, and other closed cases.

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 14287. INFORMAL LETTER OPINIONS FILE.

Correspondence with clerks of court, state officials, and general public regarding attorneys opinions concerning wills, estates, and other related subjects.

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 14289. CRIMINAL BRIEFS FILE.

Criminal briefs presented to the court by counsel for the state in criminal action cases.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.