DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TREASURER/ESCHEATS 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

TREASURER/ESCHEATS 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

TREASURER/ESCHEATS 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 This schedule is to remain in effect until superseded.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 Smith

Judy Smith, Chief Records Officer
Department of Justice

William S. Price, Jr.

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

APPROVED

Lacy Thornburg, Attorney General
Department of Justice

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

April 6, 1990

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TREASURER/ESCHEATS SECTION

Amend the records retention and disposition schedule approved April 6, 1990 by changing the description and disposition instructions for Items 29256, 29257, 29259 and by adding Items 36801 and 36802 as shown on substitute page dated April 18, 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

April 18, 1994

MCC

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TREASURER/ESCHEATS SECTION

ITEM 29258. 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 29256. 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 4-18-94

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 36801. 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 4-18-94

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 29257. ATTORNEY GENERAL'S FORMAL OPINIONS FILE

Opinions provided to state or local government officials or their attorneys having statewide significance. Amended 4-18-94

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 29259. 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. Amended 4-18-94

DISPOSITION INSTRUCTIONS: Transfer to State Agency Services Section, Closed Cases File (Item 4019) when reference value ends.

ITEM 29260. 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 29255. GENERAL CORRESPONDENCE FILE

General correspondence and memorandums written and received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36802. INFORMATIONAL LETTERS FILE

Letters to private citizens and organizations requesting legal assistance. Amended 4-18-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.