

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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 the following organizational changes:

Department of Administration, Division of Veterans Affairs to Department of Military and Veterans Affairs

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 versions of the listed schedules. 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

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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 Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Military and Veterans Affairs and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Military and Veterans Affairs hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Military and Veterans Affairs will be responsible for cost of microfilm production.

The Department of Military and Veterans Affairs and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Military and Veterans Affairs agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

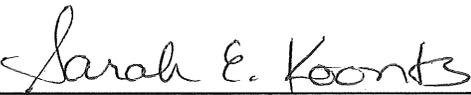
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013, by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Military and Veterans Affairs agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

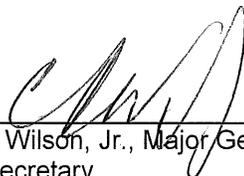


Kelly Barretto
Acting Chief Records Officer

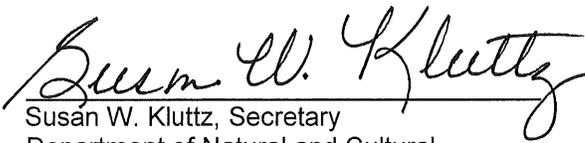


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Cornell A. Wilson, Jr., Major General, USMC
Retired, Secretary
Department of Military and Veterans Affairs



Susan W. Klutz, Secretary
Department of Natural and Cultural
Resources

DEPARTMENT OF ADMINISTRATION
DIVISION OF VETERANS AFFAIRS

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

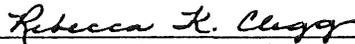
DIVISION OF VETERANS AFFAIRS

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

DIVISION OF VETERANS AFFAIRS

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.

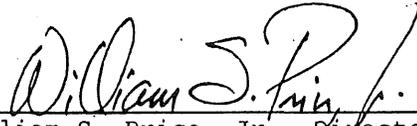
APPROVAL RECOMMENDED



Rebecca K. Clegg, Chief Records Officer
Department of Administration

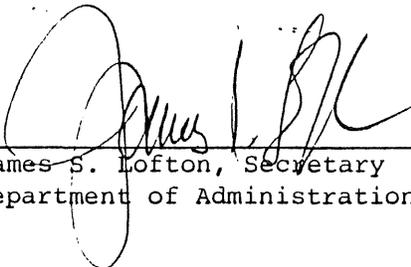


Charles F. Smith, Assistant Secretary
Division of Veterans Affairs

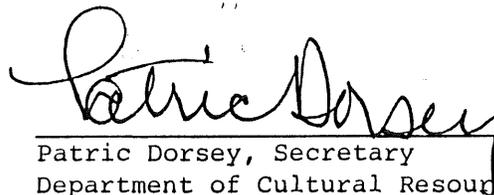


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

October 23, 1989

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.

JH

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF VETERANS AFFAIRS
ASSISTANT SECRETARY'S OFFICE**

ITEM 179. CORRESPONDENCE FILE

Correspondence generated or received by the Division of Veterans Affairs from District Offices, county offices, other states, veterans organizations, state agencies, and Veterans Administration.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office bulletins received from other states and service organizations after 5 years.

ITEM 180. STATISTICAL FILE

Records concerning VA expenditures in North Carolina. File includes or concerns veteran population in North Carolina, war participants and casualty reports, scholarship statistics, and performance reports for the Division of Veterans Affairs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 181. DISTRICT OFFICE INSTRUCTIONS FILE

Records establishing policies, procedures, and rules for District Offices as directed by the State Office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3982. MINUTES FILE

Official signed minutes of the State Veterans Affairs Commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 11354. SCHOLARSHIP COMPUTER FILE

Computer-generated data concerning scholarship applicants and recipients.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 11355. PROGRAM DEVELOPMENT AND INFORMATION FILE

Records concerning service officer schools, legislation, budget, office administration, and Veterans Administration (VA). File includes copies of federal publications.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning service office schools 2 years after school is held. Destroy in office legislative materials after 4 years. Destroy in office office administration records after 4 years. Destroy in office VA regulations, forms, and publications when superseded. Destroy in office federal publications when reference value ends. Destroy in office budget records when released from all audits.

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF VETERANS AFFAIRS
ASSISTANT SECRETARY'S OFFICE**

ITEM 11357. VETERANS FILE

Veterans correspondence, forms, memorandums, and legal documents concerning legally incompetent veterans.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 11358. SCHOLARSHIP APPLICATIONS FILE

Records concerning veterans who have eligible dependents and have applied for statutory scholarships. File includes correspondence with schools and school billing information for recipients.

DISPOSITION INSTRUCTIONS: Destroy in office school billing records when released from all audits. Destroy in office school correspondence after 10 years. Destroy in office individual case files when reference value ends.

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF VETERANS AFFAIRS
DISTRICT OFFICE STANDARD**

ITEM 11361. CLAIMANT CASE FILE

Forms, correspondence, memorandums, and various other documents used by the Division of Veterans Affairs to assist North Carolina veterans in receiving their lawful benefits.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 11362. SCHOLARSHIP APPLICATION FILE

Information concerning veterans who have eligible dependents and have applied for statutory scholarships. (Official copies of all documents are maintained by the Assistant Secretary of the Division of Veterans Affairs.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after final action is completed.

ITEM 11363. INDEX FILE

Index cards maintained by district offices to assist them in the operation and administration of their duties. File includes or concerns statistical data regarding veterans whose case files have been destroyed, claims filed, suspense actions, medical equipment, and scholarship applicants.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 11364. DISTRICT OFFICE SUBJECT FILE

Information concerning district offices administration and operation. File includes correspondence, memorandums, policies, procedures, rules, regulations, directives, instructional materials, various reports, bulletins, expense statements, requisitions for supplies and equipment, rent and lease agreements, maintenance contracts, documents detailing expenses for office operation, itineraries, and newspaper clippings.

DISPOSITION INSTRUCTIONS: Destroy in office administrative and operational records, correspondence, memorandums, policies, procedures, directives, and reports when administrative value ends. Destroy in office budget and fiscal records, expense statements, and requisitions when released from all audits. Destroy in office lease and rent agreements and maintenance records 3 years after termination. Destroy in office reference copies of public relations records, newspaper clippings, and speeches after 5 years.

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF VETERANS AFFAIRS
STATE SERVICE OFFICE**

ITEM 11365. CASE FILE

Information concerning claims filed by North Carolina veterans. File may include copies of claims filed, award letters, income reports, correspondence with the Veterans Administration, confidential medical information, and reports regarding claims filed.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 11366. PENDING CORRESPONDENCE FILE

Pending correspondence concerning veterans who do not have assigned Veterans Administration (VA) file numbers.

DISPOSITION INSTRUCTIONS: Transfer to Case File when VA number is assigned.

ITEM 11367. LEGAL FILE

Information concerning guardianship cases for incompetent veterans and their dependents.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 11369. DAIRY CARDS FILE

Records concerning veterans' claims which need further review.

DISPOSITION INSTRUCTIONS: Destroy in office when claim is updated.

ITEM 11370. APPEAL CASE CARDS FILE

Cards listing veterans who have appealed decisions of the Veterans Administration.

DISPOSITION INSTRUCTIONS: Destroy in office when appeal is resolved.