

DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
ADMINISTRATIVE SERVICES DIVISION

Program Records Retention and Disposition Schedule

The Program 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

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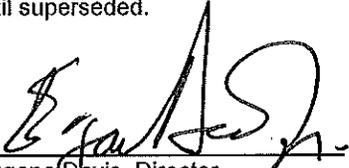
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. 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 Revenue and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Revenue agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

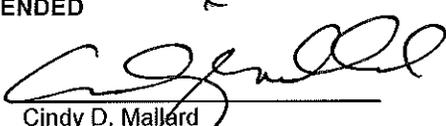
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 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

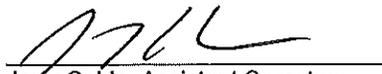
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

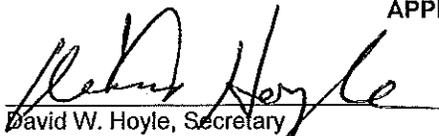

Eugene Davis, Director
Administrative Services Division

APPROVAL RECOMMENDED

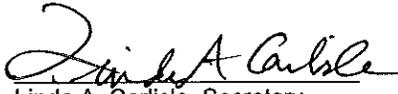

Cindy D. Mallard
Chief Records Officer and Director
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Jerry Coble, Assistant Secretary
Business Systems


David Brook, Director
Division of Historical Resources


David W. Hoyle, Secretary
Department of Revenue

APPROVED


Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 48433. EXPRESS CARRIER FORMS FILE. Forms used to track shipping/receiving of materials from express carriers. Form includes names of carriers, dates shipped/received, number of parcels, and other related information. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office 30 days after delivery is confirmed and/or received and tracking information has been entered into the Express Carriers Tracking Database (Electronic) File (Item 48434).

ITEM 48434. EXPRESS CARRIERS TRACKING DATABASE (ELECTRONIC) FILE. Electronic records concerning shipping and receiving of parcels from express carriers. File includes shipping date, tracking number, name of sender and receiver, division name, pickup date, and other related data. (Information entered into this database from the Express Carrier Forms File (Item 48433)). (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 closed fiscal years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 49553. STOCK INVENTORY TRACKING DATABASE (ELECTRONIC) FILE. Database used to track items received into and distributed throughout the department. File includes descriptions of items, quantities ordered, dates ordered and received, purchase prices, names of division contacts, and other related information. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claims, audits or other official actions has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 49554. SPECIFICATIONS FILE. Records concerning specifications for specialized equipment purchased and/or modified to accommodate the needs of the department. File includes equipment specifications, architectural plans, contracts, and other related records. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete, if no litigation, claims, audits or other official actions has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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ITEM 49555. BUSINESS CARDS ORDERS DATABASE (ELECTRONIC) FILE.

Database used to track the processing of all business cards for departmental employees. File includes names of persons approving the order, names on business cards, dates of orders, dates the orders are printed, and other related information. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.