

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

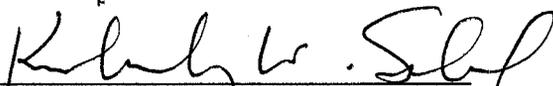
**ADMINISTRATIVE SERVICES DIVISION**

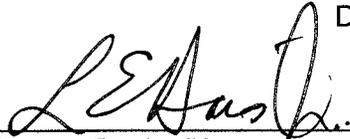
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

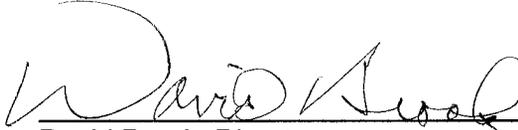
**ADMINISTRATIVE SERVICES DIVISION**

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 This schedule is to remain in effect until superseded.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**

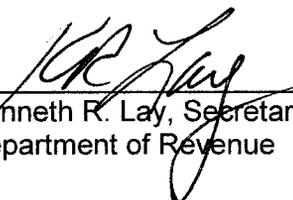
  
Kimberley W. Sabol, Acting Chief Records Officer  
Department of Revenue

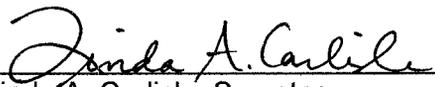
  
L. Eugene Davis, Director  
Administrative Services Division

  
David Brook, Director  
Division of Historical Resources

  
Alan P. Felton, Assistant Secretary  
Business Systems

**APPROVED**

  
Kenneth R. Lay, Secretary  
Department of Revenue

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 15322. TAX RETURN SAMPLES-BULK MAILING FILE.**

Samples of income tax forms and instructions.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy remaining records in office immediately.

**ITEM 15323. INCOME TAX FORM REQUESTS FILE.**

Correspondence from individuals and companies requesting income tax forms.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy remaining records in office immediately.

**ITEM 15325. FORM HISTORIES FILE.**

Copies of all forms produced and used by the Department.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Documents and Payments Processing Division, Forms Development and Testing Unit, Tax Forms (Prior Years) File (Item 48159).

**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.

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. Data fields include 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).

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