

DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
DOCUMENTS AND PAYMENTS PROCESSING DIVISION
EXTRACT AND SORT UNIT

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. **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**

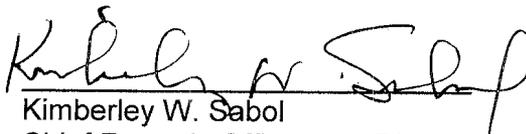
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



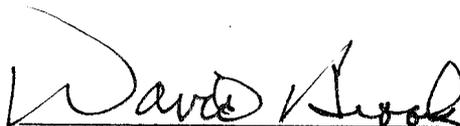
Debra W. Wall, Group Manager
Extract and Sort Unit



Kimberley W. Sabol
Chief Records Officer and Director
Documents and Payments Processing Division

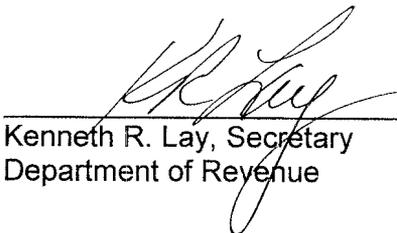


Alan P. Felton, Assistant Secretary
Business Systems



David Brook, Director
Division of Historical Resources

APPROVED



Kenneth R. Lay, Secretary
Department of Revenue



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 48531. MAIL TRACKING (REPORTS) FILE. Reports listing amounts of incoming mail received daily into the department. Reports include number of mail hampers received, number of refunds requested, dates mail received, and other related data. (Information entered into the Mail Tracking Database (Electronic) File (Item 48532) immediately upon receipt.) (Reports are received daily from Administrative Services Division, Mail Room, Mail Tracking Reports File (Item 48531). (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of state and local tax information.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 48532. MAIL TRACKING (ELECTRONIC) FILE. Tracking information in electronic format concerning amounts of incoming mail received daily into the department. Electronic file includes number of mail hampers received, number of refunds requested, date mail is received, and other related data. (File maintenance and backup procedures performed by Department of Revenue Information Technology).

DISPOSITION INSTRUCTIONS: Erase in office after 5 years.

ITEM 48353. MAIL PROCESSING TRENDS FILE. Reports used to show historic trends in the volume of mail received and processed by the unit over time.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.