

DEPARTMENT OF REVENUE
MANAGEMENT INFORMATION SERVICES

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

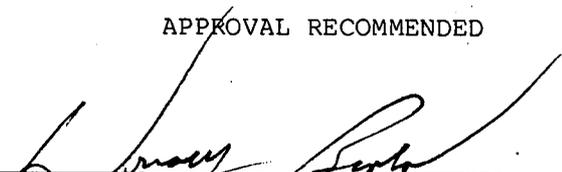
MANAGEMENT, INFORMATION SERVICES

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

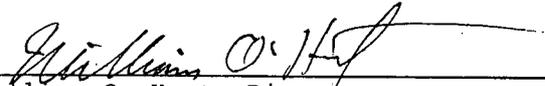
MANAGEMENT INFORMATION SERVICES

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 This schedule is to remain in effect until superseded.

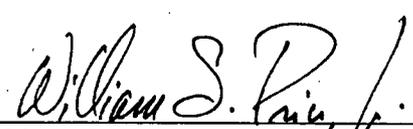
APPROVAL RECOMMENDED



Donald J. Barlow, Chief Records Officer
Department of Revenue

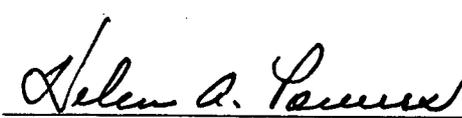


William O. Hunt, Director
Management Information Services



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

APPROVED



Helen A. Powers, Secretary
Department of Revenue



Patric Dorsey, Secretary
Department of Cultural Resources

March 9, 1990

JH

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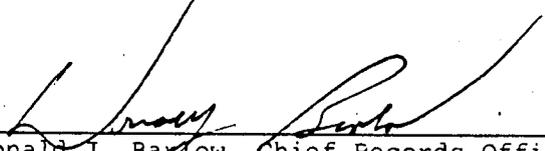
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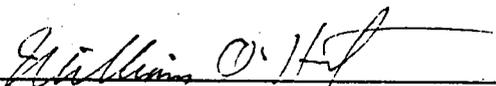
MANAGEMENT INFORMATION SERVICES

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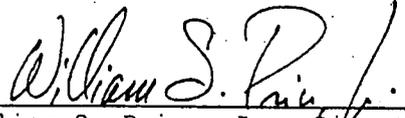
APPROVAL RECOMMENDED



Donald J. Barlow, Chief Records Officer
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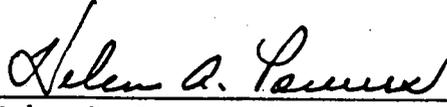


William O. Hunt, Director
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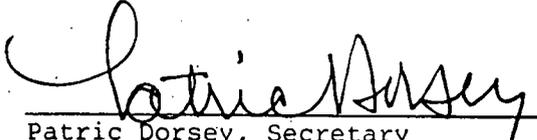


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

JH

**DEPARTMENT OF REVENUE
MANAGEMENT INFORMATION SERVICES**

ITEM 4017. RUN BOOK TAPES FILE.

Information compiled for all divisions of the Department of Revenue. (Information is placed on computer tape for security purposes.)

DISPOSITION INSTRUCTIONS: Retain master copy of tape in agency permanently. Transfer backup copy to the Department of Revenue vault for security purposes.

ITEM 15291. PROGRAMS FOLDER FILE.

Records concerning programs, operating instructions, record layouts, tape and disc layouts, and printer layouts.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 15292. PUNCHED CARDS FILE.

Computer-source program punched cards used as a backup to tapes.

DISPOSITION INSTRUCTIONS: Destroy in office when updated or obsolete.

ITEM 15293. TESTS FILE.

Cards used for program tests.

DISPOSITION INSTRUCTIONS: Destroy in office when updated or obsolete.

ITEM 15294. PROGRAMS LISTING FILE.

Listing of all source programs.

DISPOSITION INSTRUCTIONS: Destroy in office when updated.

ITEM 15302. INQUIRY STATISTICS FILE.

Computer printouts listing divisions which use terminals. File includes type of machine and number of inquiries made per day.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 15304. MAGNETIC TAPE SPECIFICATION FILE.

Forms sent to individuals and firms requesting magnetic tape specifications.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.