

DEPARTMENT OF REVENUE
OFFICE SERVICES SECTION

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

OFFICE SERVICES SECTION

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.

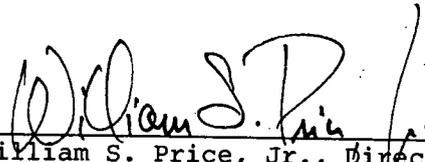
OFFICE SERVICES SECTION

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 This schedule is to remain in effect until superseded.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

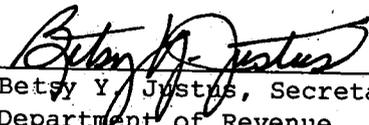


Anthony W. Buffkin, Director
Office Services Section

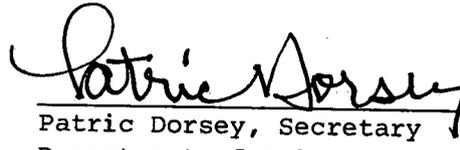


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Betsy Y. Justus, Secretary
Department of Revenue



Patric Dorsey, Secretary
Department of Cultural Resources

July 6, 1992

JH

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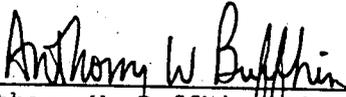
OFFICE SERVICES SECTION

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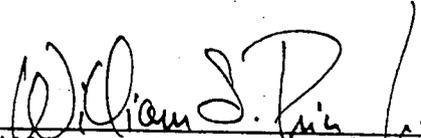
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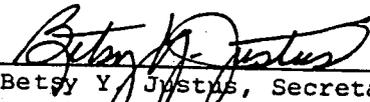


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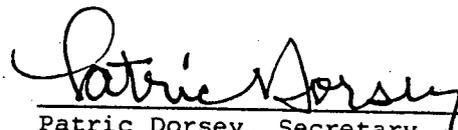


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

July 6, 1992

JH

**DEPARTMENT OF REVENUE
OFFICE SERVICES SECTION
ADMINISTRATION**

ITEM 33748. BUDGET FILE.

Section budgetary records. File includes purchase orders, requisitions, and other related
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**DEPARTMENT OF REVENUE
OFFICE SERVICES SECTION
BANKRUPTCY UNIT**

ITEM 2750. BANKRUPTCY-INDIVIDUALS FILE.

Records received from the courts informing the Department of Revenue of individuals, proprietorships, and partnerships that have declared bankruptcy. File includes bankruptcy forms received from petitioners and forwarded to various divisions within the Department of Revenue and copies of the Proof of Claim filed with the appropriate bankruptcy court.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after final disposition of case. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 33752. BANKRUPTCY-CORPORATIONS FILE.

Records received from the courts informing the Department of Revenue of corporations that have declared bankruptcy. File includes bankruptcy forms received from corporations and forwarded to various divisions within the Department of Revenue and copies of the Proof of Claim filed with the appropriate bankruptcy court. Amended 3-14-97

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after final disposition of case. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 33753. BANKRUPTCY-CORRESPONDENCE FILE.

Correspondence received from the courts informing the Department of Revenue of hearings, discharges, and dismissals of bankruptcy cases for individuals and corporations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF REVENUE
OFFICE SERVICES SECTION
CENTRAL COLLECTION UNIT**

ITEM 33754. BILLINGS FILE.

Statements listing total liability levied by the Department of Revenue and due by individuals and corporations.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 33755. COLLECTION AGENCY FILE.

Records concerning accounts that have been transferred to an out-of-state agency. File includes adjustment sheets, transmittal summaries, lists of returned accounts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.