

DEPARTMENT OF REVENUE
TAX COMPLIANCE
COLLECTIONS DIVISION
BANKRUPTCY 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

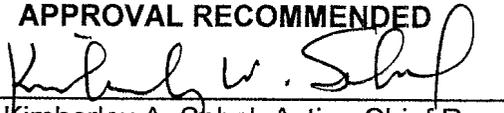
BANKRUPTCY UNIT

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

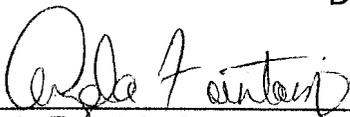
BANKRUPTCY UNIT

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 This schedule is to remain in effect until superseded.

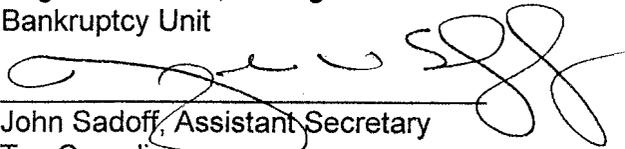
APPROVAL RECOMMENDED



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



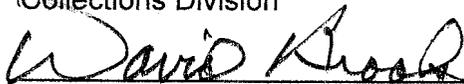
Angela Fountain, Manager
Bankruptcy Unit



John Sadoff, Assistant Secretary
Tax Compliance

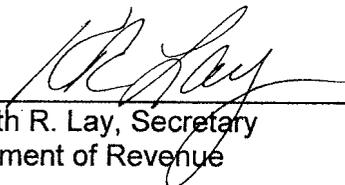


Charles H. Helms, Director
Collections Division

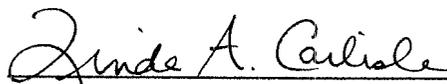


David Brook, Director
Division of Historical Resources

APPROVED



Kenneth R. Lay, Secretary
Department of Revenue



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF REVENUE
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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 and correspondence received from petitioners, closing notices, financial statements, hearing notices, orders, and copies of Proof of Claim filed with the appropriate bankruptcy court. The Federal District Bankruptcy Court is required to maintain the original Proof of Claim plus any exhibits as required by the Federal Rules of Bankruptcy Procedure. (11 U.S.C.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is closed, 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 33752. BANKRUPTCY-CORPORATIONS FILE.

Records received from the courts informing the Department of Revenue of corporations that have declared bankruptcy. File includes bankruptcy forms and correspondence received from petitioners, closing notices, financial statements, hearing notices, orders, and copies of Proof of Claim filed with the appropriate bankruptcy court. The Federal District Bankruptcy Court is required to maintain the original Proof of Claim plus any exhibits as required by the Federal Rules of Bankruptcy Procedure. (11 U.S.C.) Amended 3-14-97

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is closed, 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 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: Records transferred to Bankruptcy-Individuals File (Item 2750) or Bankruptcy-Corporations File (Item 33752) as appropriate.