

DEPARTMENT OF STATE TREASURER
INFORMATION TECHNOLOGY 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

INFORMATION TECHNOLOGY 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.

The Department of State Treasurer and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of State Treasurer agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

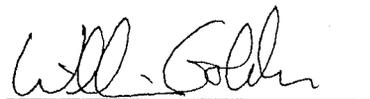
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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**

INFORMATION TECHNOLOGY 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

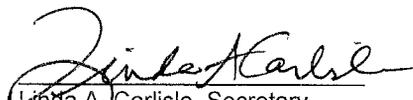

Sandra Johnson-Lemon
Chief Records Officer


William Golden, Deputy Treasurer
Information Technology Division


David Brook, Director
Division of Historical Resources

APPROVED


Janet Cowell, State Treasurer
Department of State Treasurer


Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF STATE TREASURER
INFORMATION TECHNOLOGY DIVISION**

ITEM 3194. PROGRAMS MAGNETIC TAPES FILE.

Magnetic tapes containing backups of system files, libraries, and databases relating to retirement, investment and banking, escheats, and local government.

DISPOSITION INSTRUCTIONS: Transfer to third party storage vendor daily for security and disaster recovery storage. Approved agency representatives will retrieve tapes periodically and return to agency. Erase tapes in office when reference value ends.

ITEM 48998. DEPUTY TREASURER FILE.

Records in paper and electronic formats, including e-mail, concerning the divisional deputy treasurer. File includes contact list, correspondence, policies, memoranda, reports relating to management of information technology, and other related records. (Comply with applicable provisions of G.S. 132-1.2 and 132-1.2 (2) regarding confidentiality of confidential communications by legal counsel or disclosures of trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center 5 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.