

**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

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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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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 Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of State Treasurer hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records

The Department of State Treasurer and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of State Treasurer agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in 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 Department of State Treasurer agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

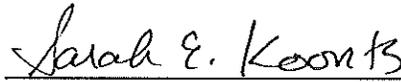
APPROVAL RECOMMENDED



Sandra Johnson, Chief Records Officer
Department of State Treasurer

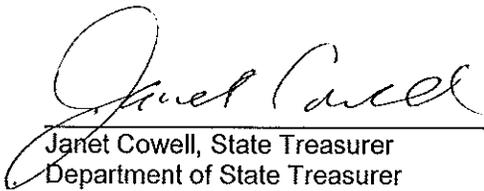


William Golden, Deputy Treasurer
Information Technology Division

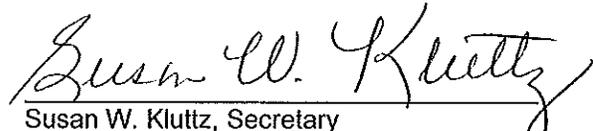


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Janet Cowell, State Treasurer
Department of State Treasurer



Susan W. Klutz, Secretary
Department of Natural and Cultural Resources

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ITEM 3194. DIGITAL TAPES FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 48998. DIVISION DIRECTOR'S FILE

Records in paper and electronic formats, including e-mail, concerning the director of the Information Technology Division. 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 regarding confidentiality of confidential communications by legal counsel or disclosures of trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.