DEPARTMENT OF STATE TREASURER
INVESTMENT MANAGEMENT DIVISION
ALTERNATIVES

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 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**

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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 This schedule is to remain in effect until superseded.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,
Chief Record Officer

Jay Chaudhuri, General Counsel
Department of State Treasurer

David Brook, Director
Division of Historical Resources

APPROVED

Janet Cowell, State Treasurer
Department of State Treasurer

Linda A. Carlisle, Secretary
Department of Cultural Resources

August 31, 2009

WHB

ITEM 48218. DUE DILIGENCE FILE. Records concerning fund research. File includes information regarding the selection process of advisor, staff travel records, correspondence, quarterly performance measurements by staff, and reference copies of investment positions. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining records in office after 5 years.

ITEM 48219. PERFORMANCE REVIEW FILE. Records concerning the performance of investments. File includes transactions activity reports, covered call options reports, approved list, and other performance reports.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends and after released from all audits, whichever occurs later.

ITEM 48220. SECTION CORRESPONDENCE FILE. Correspondence in paper and electronic formats from financial institutions sent to the Alternatives Director concerning section and topics of interest such as alternatives, and responses prepared by the Alternatives Director. File also includes staff travel information, electronic activity reports, Alternatives Holdings table, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

ITEM 48221. FUND CONTRACTS FILE. Contractual documents written by an authorized official concerning alternatives. File includes contracts, amendments, side letters, and other related records. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of account numbers for electronic payment.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after partnership ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

ITEM 48222. ANNUAL MEETING DOCUMENTS FILE. Reference copies of records concerning the Fund Manager. File includes documents and reports disseminated at Annual Meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 48223. PRESENTATION FILE. Records concerning fund investments. File includes existing and potential Fund Manager's presentation documents.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of contract or partnership. Destroy in office 2 years if manager is not selected.

ITEM 48224. INVESTMENT ADVISORY COMMITTEE DOCUMENTS FILE. Records concerning the Investment Advisory Committee File includes original and reference copies of Fund Manager documents such as performance charts and letters, and reference copies of reports disseminated at Investment Advisory Committee Meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 48225. ANNUAL REPORTS FILE. Reference copies of yearly records concerning Fund Manager's financial condition.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of contract or partnership 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.