

DEPARTMENT OF STATE TREASURER
RETIREMENT SYSTEMS DIVISION
DIRECTOR'S OFFICE

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

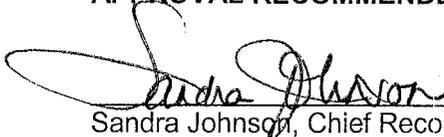
DIRECTOR'S OFFICE

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**

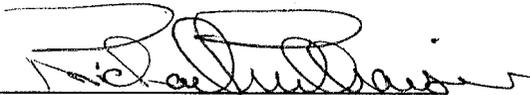
DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.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 Records Officer
Department of State Treasurer



Michael Williamson, Deputy Treasurer
Retirement Systems Division

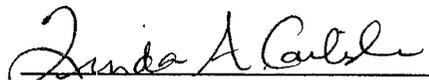


David Brook, Director
Division of Historical Resources

APPROVED



Janet Cowell, State Treasurer
Department of State Treasurer



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF STATE TREASURER
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ITEM 16274. RETIREMENT SYSTEMS BOARD OF TRUSTEES MINUTES FILE.

Official minutes of each meeting of the Teachers' and State Employees' Retirement System and Local Governmental Employees' Retirement System. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer paper records for fiscal years 1941 through 1992 immediately to be microfilmed for permanent storage in Archives. Transfer paper records for subsequent fiscal years to State Records Center after five years to be microfilmed. Retain one copy of microfilm in agency and transfer one copy to the State Records Center for storage in security vault. Destroy paper records after microfilm has been verified and quality control procedures completed. Retain one copy of microfilm in office permanently.

ITEM 16275. ACTUARIAL VALUATION FILE.

Records concerning actuarial valuations affecting divisional operations. Information includes or concerns mortality tables, anticipated liquidation periods, other data for each retirement system, and programs administered by the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16277. ACTUARY CORRESPONDENCE FILE.

Correspondence in electronic and paper formats between the Director, Assistant Director, and Actuary, who provide data pertinent to the proper funding of the accounts administered by the division.

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. Print electronic records and interfile with related paper records. Destroy in office electronic versions of records after 5 years. Transfer remaining 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.

ITEM 16279. DIVISIONAL SUBJECT FILE.

Correspondence, reports, memorandums, and other records in electronic and paper formats concerning various subjects, agencies, organizations, and individuals pertinent to divisional operations.

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. Print electronic records and interfile with related paper records. Destroy in office electronic versions of records after 5 years. Transfer remaining 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.

ITEM 16280. LITIGATION FILE.

Records in electronic and paper formats concerning divisional litigations and legal actions. Information includes contested cases or declaratory rulings involving a state retirement program. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy or erase in office after 5 year(s) 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.

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ITEM 9503. FIREMEN'S AND RESCUE SQUAD WORKERS' BOARD OF TRUSTEES MINUTES FILE.

Official minutes of meetings of the North Carolina Firemen's and Rescue Squad Workers' Pension Fund Board of Trustees. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer paper records for fiscal years 1967 through 1992 immediately to be microfilmed for permanent storage in Archives. Transfer paper records for subsequent fiscal years to State Records center after five years to be microfilmed. Retain one copy of microfilm in agency and transfer one copy to the State Records Center for storage in security vault. Destroy paper records after microfilm has been verified and quality control procedures completed. Retain one copy in office permanently.

ITEM 48646. DEPUTY TREASURER FILE.

Records in paper and electronic formats concerning divisional deputy treasurer. File includes contact list, correspondence, policies, memoranda, reports relating to management of the North Carolina Retirement System, 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 discloses trade secrets, social security numbers or account numbers.) (File maintenance and backup procedures are conducted by the Department of State Treasurer, Information Technology Division.)

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. Print electronic records and interfile with related paper records. Destroy in office electronic versions of records after 5 years. Transfer remaining 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.

ITEM 48647. 457 AND 401K PLAN MINUTES FILE.

Official minutes of each meeting of the Deferred Compensation Board of Trustees, contacts and requests for proposals. (Comply with applicable provisions of G.S. 132-1.2 and 132.1.2 (2) regarding confidentiality of confidential communications by legal counsel or discloses trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: Transfer paper records for fiscal years through 2002 immediately to be microfilmed for permanent storage in Archives. Transfer paper records for subsequent fiscal years to State Records Center after five years to be microfilmed. Retain one copy of microfilm in agency and transfer one copy to the State Records Center for storage in security vault. Destroy paper records after microfilm has been verified and quality control procedures completed. Retain one copy of microfilm in office permanently.