

DEPARTMENT OF STATE TREASURER  
RETIREMENT SYSTEMS DIVISION  
MEMBER SERVICES SECTION

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

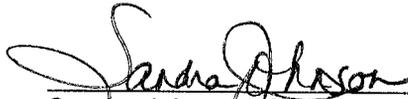
**MEMBER SERVICES SECTION**

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**

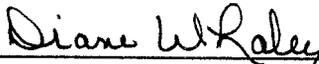
**MEMBER SERVICES SECTION**

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 This schedule is to remain in effect until superseded.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



Diane Whaley, Section Chief  
Member Services Section



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

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MEMBER SERVICES SECTION**

**ITEM 16284. LOCAL GOVERNMENTAL CORRESPONDENCE FILE.**

Correspondence in paper and electronic formats to and from local governmental units within the state concerning contractual matters, insurance coverage, financial data, and other information pertinent to the state retirement system. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.) (File maintenance and backup procedures are conducted by 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. Scan in office paper when received. Destroy in office paper copies of scanned records after 90 days and when all quality control procedures have been completed. Transfer electronic records to an off-site location for backup storage. Retain scanned images permanently. Update electronic records in office routinely.

**ITEM 16285. LOCAL GOVERNMENTAL CONTRACTS FILE.**

Contracts in paper and electronic formats between local governmental units throughout the state and the department concerning participation in the state retirement system. (File maintenance and backup procedures are conducted by Department of State Treasurer, Information Technology Division.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Destroy in office paper copies of scanned records after 90 days and when all quality control procedures have been completed. Transfer electronic records to an off-site location for backup storage. Retain scanned images permanently. Update electronic records in office routinely.

**ITEM 16286. SECTION'S NON-MEMBER CORRESPONDENCE FILE.**

Correspondence to agency from non-members concerning possible or past retirement participation benefits.

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 when reference value ends.

**ITEM 16317. RECONCILIATIONS FILE.**

Records concerning outstanding checks issued by the State Treasurer and unpaid after a month. Information includes retirement register numbers, names of recipients, check identification numbers, and other accounting data. File also includes both printouts and book listings; separated by category (code numbers).

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of State Treasurer, Retirement Systems Division, Accounting Section, and re-titled as Bank Statement Resource File (Item 16317).

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RETIREMENT SYSTEMS DIVISION  
MEMBER SERVICES SECTION**

**ITEM 48576. SECTION'S NON-PARTICIPATING AGENCY CORRESPONDENCE FILE.**

Correspondence in paper and electronic formats to agency from non-participating agencies concerning possible or past retirement participation benefits. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.) (File maintenance and backup procedures are conducted by Department of State Treasurer, Information Technology Division.)

DISPOSITION INSTRUCTIONS: 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. Scan in office paper records when received. Destroy in office paper copies of scanned records after 90 days and when all quality control procedures have been completed. Transfer electronic records to an off-site location for backup storage. Retain scanned images permanently. Update electronic records in office routinely.