DEPARTMENT OF STATE TREASURER
STATE AND LOCAL GOVERNMENT FINANCE 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

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 This schedule is to remain in effect until superseded.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

Vance Holloman, Deputy Treasurer
State and Local Government Finance 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

August 31, 2009

WHB

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF STATE TREASURER
STATE AND LOCAL GOVERNMENT FINANCE DIVISION
DIRECTOR'S OFFICE

Amend the program records retention and disposition schedule approved August 31, 2009 by adding item 49719 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

Sandra Johnson, Chief Records Officer
Department of State Treasurer

Vance Holloman, Deputy Treasurer
State and Local Government Finance 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

June 27, 2011

WHB

DEPARTMENT OF STATE TREASURER
STATE AND LOCAL GOVERNMENT FINANCE DIVISION
DIRECTOR'S OFFICE

ITEM 48571. DEPUTY TREASURER'S FILE.

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

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records after 4 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48572. DIVISIONAL SUBJECT FILE.

Records in paper and electronic formats, including e-mail, of correspondence, reports, memoranda, and other records concerning various subjects, agencies, organizations, and individuals pertinent to divisional operations.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records after 4 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48573. LITIGATION FILE.

Records in paper and electronic formats concerning litigation involving the Local Government Commission. File includes contested cases and declaratory rulings. (Comply with applicable provisions of G.S. 132-1.2 and G.S. 132-1.2 (2) regarding confidentiality of confidential communications by legal counsel or discloses trade secrets, social security numbers, and/or account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after all litigation, claim, audit or other official action involving the records has been resolved.

ITEM 49719. CHECKS FILE.

Records concerning checks received from local governments for debt payments. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of account numbers, social security numbers, and other personal data.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value 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 after completion of action and resolution of issues involved.