

DEPARTMENT OF STATE TREASURER
TREASURER'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

TREASURER'S OFFICE

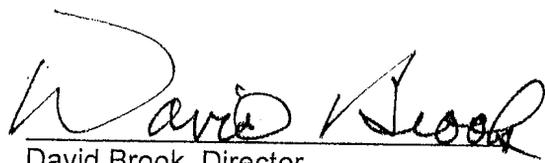
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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**

TREASURER'S OFFICE

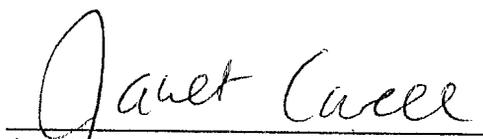
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

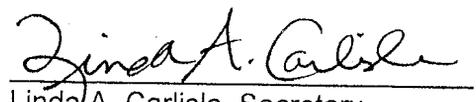
APPROVAL RECOMMENDED


Sandra Johnson, Chief Records Officer
Department of State Treasurer


David Brook, Director
Division of Historical Resources

APPROVED


Janet Cowell, State Treasurer
Department of State Treasurer


Linda A. Carlisle, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF STATE TREASURER
TREASURER'S OFFICE**

Amend the program records retention and disposition schedule approved April 30, 2009 by adding item 49277 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



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
TREASURER'S OFFICE**

ITEM 16234. DEPARTMENT PERSONNEL FILE.

Personnel records concerning departmental employees. File includes applications, resumes, and personnel action records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

ITEM 16241. DEPARTMENTAL HISTORY FILE.

Historical data concerning the department. File includes correspondence, monthly activity reports, transcripts of speeches, annual reports, and newspaper clippings. (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: Print and interfile electronic records with related paper records. Destroy

in office electronic versions of records when administrative value ends. Transfer original paper records to the State Records Center after Administration ends. Records will be held for agency in the State Records Center for 5 additional years and then transferred to the custody of Archives.

ITEM 16267. BOARD MEMBERS FILE.

Information listing current memberships of all boards of the Department of State Treasurer. (Information is utilized for reimbursement of expenses by the state.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16270. FORMS CONTROL FILE.

Reference copies of all forms used by the department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16271. TREASURER'S SUBJECT FILE.

Records concerning individuals, commissions, boards, and committees with which the State Treasurer is affiliated. File includes correspondence, memoranda, and reports submitted by deputy treasurers. (Comply with applicable provisions of G.S. 132-1.2 and 132-1.2(2) regarding confidentiality

of confidential communications by legal counsel or which discloses trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: 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 16272. DEPUTY TREASURERS' FILE.

Records concerning the divisional deputy treasurers. File includes reports and other reference materials. (Comply with applicable provisions of G.S. 132-1.2 and 132-1.2(2) regarding confidentiality of confidential communications by legal counsel or which discloses trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: 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.

**DEPARTMENT OF STATE TREASURER
TREASURER'S OFFICE**

ITEM 16273. APPOINTMENTS FILE.

Listings of daily appointments of the State Treasurer.

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

ITEM 48494. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats sent to and from section directors concerning section topics of interest, such as legal, communication, human resources, corporate governance, and legislation.

File also contains staff travel information. (Comply with applicable provisions of G.S. 132-1.2 and 132-1.2(2) regarding confidentiality of confidential communications by legal counsel or which disclose trade secrets, social security numbers or account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office 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 48495. RULE MAKING FILE.

Records in paper and electronic formats of rule-making proceedings. File includes all written comments received, transcripts, or recordings of public hearings, and any written explanations or justifications made by the agency in connection with the rulemaking proceedings.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy electronic records once they have been printed and interfiled. Transcribe audio recordings and destroy or recycle after transcriptions have been completed and verified. Transfer paper records 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 49277. INTERNAL AUDIT FILE.

Records in paper and electronic formats, including e-mail, concerning internal audit reports. File includes audit reports, correspondence, miscellaneous reports, supporting documentation and other related records. Retention of internal audit records is regulated by Section 4.4.2 of the North Carolina Audit Manual, which requires that records be maintained for a minimum of 10 years. (Comply with applicable provisions of G.S. 132-1.2, and 132-1.2 (2) regarding confidentiality of communications by legal counsel or discloses trade secrets, social security numbers or account numbers and G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

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 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records after 10 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 after completion of action and resolution of issues involved.