DEPARTMENT OF STATE TREASURER
UNCLAIMED PROPERTY DIVISION

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.

The Department of State Treasurer and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of State Treasurer agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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

Shirley Fowler, Division Director
Unclaimed Property 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

February 22, 2010

WHB

ITEM 16228. ESCHEATED PROPERTY FILE.

Records in paper and electronic formats consisting of Holder records concerning escheated funds (cash, securities, and tangibles) remitted to the Escheated Fund. Information includes names and addresses of business entities, escheated funds, names and addresses of owners (individuals and/or entities), amounts due, description of property, social security numbers, check numbers, dates of last activity, and other related records. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: All records prior to June 5, 2008, have been scanned and are electronically stored by the Department of State Treasurer, Information Technology Division. Effective June 5, 2008, scan all paper records when received. Destroy paper copies of scanned records after 1 year, when all quality control procedures have been completed. Transfer a security copy to an offsite location for backup storage. Destroy electronic records in office 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 upon completion of action and resolution of issues.

ITEM 16229. ESCHEATED ESTATE FILE.

Records concerning escheated estate funds credited to the Department of State Treasurer after 1971 (prior funds are maintained by the University of North Carolina).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Escheated Property File (Item 16228).

ITEM 16231. SECTION ACCOUNTING FILE.

Records in paper and electronic formats concerning the receipt and transfer of escheated funds to and from the Department of State Treasurer. File includes deposit slips, cash receipt logs, summary of receipts by type, and other related data.

DISPOSITION INSTRUCTIONS: All records prior to June 5, 2008, have been scanned and are electronically stored by the Department of State Treasurer, Information Technology Division. Effective June 5, 2008, scan all paper records when received. Destroy paper copies of scanned records after 1 year, when all quality control procedures have been completed. Transfer a security copy to an offsite location for backup storage. Destroy electronic records in office 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 upon completion of action and resolution of issues.

ITEM 16232. DIVISION DIRECTOR CORRESPONDENCE FILE.

Records in paper and electronic formats concerning the organization and daily operation of the Unclaimed Property Division. File includes correspondence, including e-mail, memoranda, reports, reference materials, 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 disclosure of trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: Transfer electronic records after 5 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. Transfer paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16233. SUSPENSE FILE.
Correspondence from citizens inquiring about escheated funds.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Claims File (Item 48999).

ITEM 48999. CLAIMS FILE.
Records in paper and electronic formats of claim inquiries, forms, and documents regarding the payment or denial of escheated funds to the apparent owner or their representative; the remitting holder or their successor; to another state under reciprocity agreement; or to other party under court order or other legal notice such as garnishment. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: All records prior to June 5, 2008, have been scanned and are electronically stored by the Department of State Treasurer, Information Technology Division. Effective June 5, 2008, scan all paper records when received. Destroy paper copies of scanned records after 1 year, when all quality control procedures have been completed. Transfer a security copy to an offsite location for backup storage. Destroy electronic records in office 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 upon completion of action and resolution of issues.

ITEM 49000. DEPUTY TREASURER FILE.
Records in paper and electronic formats concerning the divisional deputy director. File includes contact list, correspondence, including e-mail, memoranda, policies, reports relating to management of unclaimed property, 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 disclosure of trade secrets, social security numbers, or account numbers.)

DISPOSITION INSTRUCTIONS: Transfer electronic records after 5 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. Transfer paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 49001. COMPLIANCE AND AUDIT FILE.
Records in paper and electronic records of compliance and audit reports of holders and owners/claimants. (Comply with applicable provisions of G.S. 116B.)

DISPOSITION INSTRUCTIONS: All records prior to June 5, 2008, have been scanned and are electronically stored by the Department of State Treasurer, Information Technology Division. Effective June 5, 2008, scan all paper records when received. Destroy paper copies of scanned records after 1 year, when all quality control procedures have been completed. Transfer a security copy to an offsite location for backup storage. Destroy electronic records in office 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 upon completion of action and resolution of issues.