

DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LOBBYIST REGISTRATION SECTION

Records Retention and Disposition Schedule

The 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

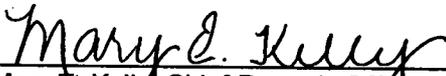
LOBBYIST REGISTRATION SECTION

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 machine readable records not listed in this schedule are not authorized to be destroyed. The

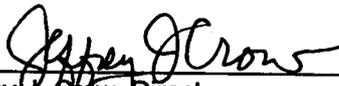
LOBBYIST REGISTRATION SECTION

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 This schedule is to remain in effect until superseded.

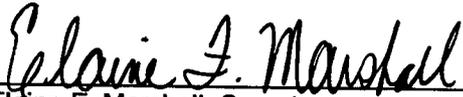
APPROVAL RECOMMENDED

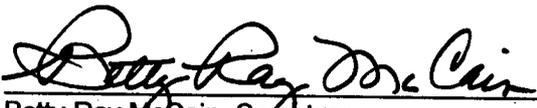
  
Mary E. Kelly, Chief Records Officer  
Department of the Secretary of State

  
Gayle Holder, Director  
Certification and Filing Division

  
Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED

  
Elaine F. Marshall, Secretary  
Department of the Secretary of State

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

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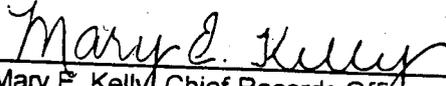
LOBBYIST REGISTRATION SECTION

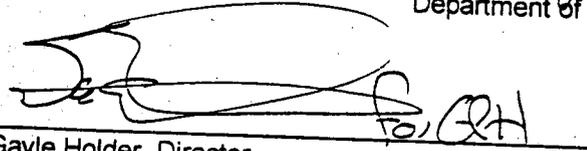
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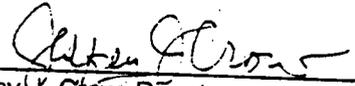
LOBBYIST REGISTRATION SECTION

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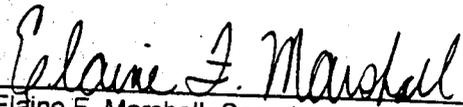
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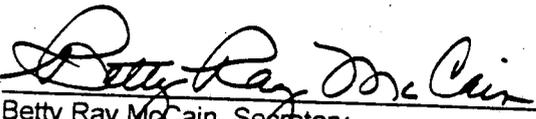
  
Mary E. Kelly, Chief Records Officer  
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Elaine F. Marshall, Secretary  
Department of the Secretary of State

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

April 20, 1999

**This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.**

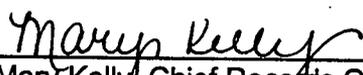
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

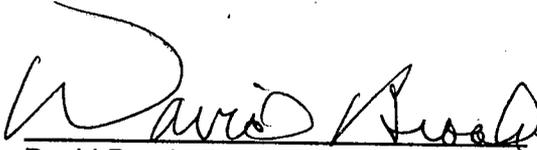
DEPARTMENT OF SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
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Amend the records retention and disposition schedule approved April 20, 1999 by adding Items 3793, 3794, 15684, 15686, and changing the disposition instructions for Item 41954 as shown on substitute pages dated July 15, 2005.

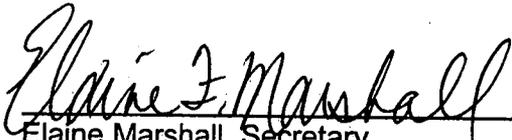
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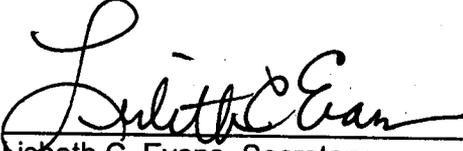
  
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Mary Kelly, Chief Records Officer  
Department of the Secretary of State

  
\_\_\_\_\_  
Gayle Holder, Director  
Certification and Filing Division

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

APPROVED

  
\_\_\_\_\_  
Elaine Marshall, Secretary  
Department of the Secretary of State

  
\_\_\_\_\_  
Liebeth C. Evans, Secretary  
Department of Cultural Resources

July 15, 2005

JCG

**DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LOBBYIST REGISTRATION SECTION**

**ITEM 2898. HOUSE CALENDARS FILE.**

Reference copies of calendars listing each bill number, title of the bill, date of first, second, and third reading, aye and nay votes, date laid on table, orders, engrossed date, date sent to the Senate, and other related data. (Original calendars located in General Assembly, House of Representatives, (Item 1493) House Calendar Books File.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 2899. PASSED HOUSE BILLS, SENATE BILLS, AND RESOLUTIONS FILE.**

Original bills acted upon by the General Assembly. (Color jackets showing dates of reading.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 2905. REGISTERED LOBBYISTS AND INDEX (PRINTOUTS) FILE.**

Computer generated printouts produced from Registered Lobbyists and Index Database (Electronic) File (Item 41954). Printouts list each registrant's name, firm, business and home address, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 3673. HOUSE JOURNALS FILE.**

Journals listing daily records of minutes of the N.C. House of Representatives. Journals also list the names of members attending and business transacted at the sessions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 3674. SENATE JOURNALS FILE.**

Journals listing daily records of minutes of the N.C. Senate. Journals also list the names of members attending the meetings and business transacted at the sessions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 3675. SENATE CALENDARS FILE.**

Reference copies of calendars listing each bill number, title of the bill, date of first, second, and third reading, aye and nay votes, date laid on table, orders, engrossed date, and other related data. (Original calendars located in General Assembly, Senate, (Item 1508) Senate Calendar Books File.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 3793. INACTIVE LOAN BROKERS FILE.**

Records concerning inactive loan brokers operating in the State of North Carolina. File includes disclosure statements, consent to service of process forms, and copies of loan broker bonds with powers of attorney. Amended 07-15-05.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LOBBYIST REGISTRATION SECTION**

**ITEM 3794. INACTIVE BUSINESS OPPORTUNITY SALES ACT FILE.**

Uniform Franchise Offering Circulars (UFOC) and North Carolina Disclosure Statements for businesses which have been designated inactive. File includes consent to service of process forms, copies of current financial statements, business opportunity bond forms with powers of attorney, and other related records. Amended 07-15-05.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 15606. SENATE AND HOUSE JOURNALS FILE.**

Official copies of records documenting the daily activities of the Senate and House for each current legislative session.

DISPOSITION INSTRUCTIONS: Records documenting the daily activities of the House transferred to House Journals File (Item 3673). Records documenting the daily activities of the Senate transferred to Senate Journals File (Item 3674).

**ITEM 15607. RATIFIED ACTS AND RESOLUTIONS FILE.**

Official copies of ratified acts and resolutions from each current legislative session. Laws of North Carolina as ratified by the General Assembly. (Signature of governor was required after February 1997.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed for permanent storage. Microfilmed paper records will be transferred to the custody of the Archives after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault.

**ITEM 15608. INDEX TO LOBBYISTS FILE.**

Ledger book which includes indexes of lobbyists and their employers. Ledger book no longer utilized. (Index entered into Registered Lobbyists and Index Database (Electronic) File (Item 41954).)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 15653. SESSION LAWS OF NORTH CAROLINA FILE.**

Laws of North Carolina as ratified by the General Assembly.

DISPOSITION INSTRUCTIONS: Records transferred to Ratified Acts and Resolutions File (Item 15607).

**ITEM 15655. LOBBYISTS BOOKS FILE.**

Records listing lobbyists who have registered with the Department of the Secretary of State. Book no longer utilized. (Information entered into Registered Lobbyists and Index Database (Electronic) File (Item 41954).)

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 15684. ACTIVE LOAN BROKERS FILE.**

Records concerning loan brokers operating within the State of North Carolina. File includes disclosure statements, consent to service of process forms, and copies of loan broker bonds with powers of attorney. Amended 07-15-05.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Loan Brokers File (Item 3793) when loan broker is designated inactive.

**DEPARTMENT OF THE SECRETARY OF STATE  
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**ITEM 15686. ACTIVE BUSINESS OPPORTUNITY SALES ACT FILE.**

Uniform Franchise Offering Circulars (UFOC) and North Carolina Disclosure Statements. File includes consent to service of process forms, copies of current financial statements, business opportunity bond forms with powers of attorney, and other related records. Amended 07-15-05.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Opportunity Sales Act File (Item 3794) when business is designated inactive.

**ITEM 41954. REGISTERED LOBBYISTS AND INDEX DATABASE (ELECTRONIC) FILE.**

Electronic records concerning the registration and index of lobbyists. Electronic file includes names, addresses, phone numbers, principal employers, dates of reports, and other related data. (Electronic files are backed up daily by Department of Secretary of State, Information Technology.) Amended 07-15-05.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.