

DEPARTMENT OF THE SECRETARY OF STATE
CORPORATIONS 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

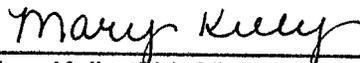
CORPORATIONS DIVISION

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**

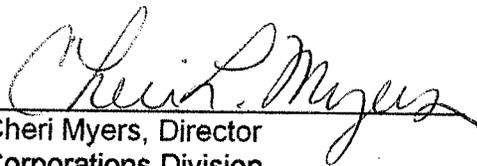
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

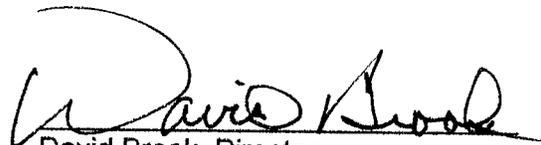
APPROVAL RECOMMENDED



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



Cheri Myers, Director
Corporations Division
Department of the Secretary of State

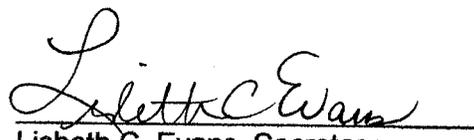


David Brook, Director
Division of Historical Resources
Department of Cultural Resources

APPROVED



Elaine Marshall, Secretary
Department of the Secretary of State



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 9, 2008

PDI

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ITEM 2892. CORPORATIONS INDEX FILE. Index cards listing businesses businesses, nonprofit organizations, corporations, mutuals, banks, savings and loans, insurance companies, and corporations created under special statutes. (Index cards no longer being created.) (Data is entered into the Secretary of State Knowledge Base (SOSKB) system under Item 15629.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 2903. INACTIVE CORPORATIONS CERTIFICATES (1893-1912) FILE. Certificates in microform formats of incorporation and amendments for inactive corporations.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Withdrawn/Dissolved/Revoked Corporations and Limited Liability Companies File (Item 2909).

ITEM 2908. FIRST CERTIFICATE OF DISSOLUTIONS FILE. Certificates of dissolution in microform formats presented by unanimous consent of all stockholders which were signed by the Secretary of State. (File includes records dated to 1958.) (Records microfilmed by the State Records Center.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Withdrawn/Dissolved/Revoked Corporations and Limited Liability Companies File, Item 2909. Original copy (silver-halide) of microfilm is under the custody of the Archives.

ITEM 2909. WITHDRAWN/DISSOLVED/REVOKED CORPORATIONS AND LIMITED LIABILITY COMPANIES FILE. Records in paper, electronic and microform formats concerning North Carolina corporations, foreign corporations, and limited liability companies that have withdrawn from doing business in North Carolina, or whose certificates of authority have been revoked; or have been voluntarily, administratively, or judicially dissolved. File includes applications for certificate of authority, amended certificates of authority, withdrawal applications, merger documents, and letters of tax clearance received from Department of Revenue. File also includes articles of incorporation/organization, amendments, articles of dissolution and reservations, and other related documents filed by North Carolina corporations, foreign corporations, and limited liability companies with the Department of the Secretary of State. (Records are organized by numerical codes based on Julian calendar format). (Completed liquidations records dated 1957-1990, dissolution records dated 1903-1957, and first certificate of dissolutions dated to 1958 have been transferred to the custody of the Archives and microfilm is retained in office permanently.) (Index cards to inactive corporations are retained in office permanently (Corporations Index File, item 2892).) (Data is entered in the Secretary of State Knowledge Base (SOSKB) system.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Maintain scanned images in office permanently. Create (silver-halide) microfilm (to state standards) from scanned images. Destroy paper records in office when administrative value ends and after creating microfilm and all quality control procedures have been completed. Transfer original copy of (silver-halide) microfilm along with appropriate indexing information to the State Records Center for immediate transfer to custody of the Archives for permanent storage in the Archives Vault.

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ITEM 2910. BANK CHARTERS FILE. Official copies of bank charters and articles of amendment.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 2911. DISSOLUTIONS (1903-1957) FILE. Certificates in microform format of completed corporate dissolutions. (Records dated after 1957 have been combined with Withdrawn/Dissolved/Revoked Corporations And Limited Liability Companies File (Item 2909).)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Withdrawn/Dissolved/Revoked Corporations and Limited Liability Companies File, Item 2909. Original copy (silver-halide) of microfilm is under the custody of the Archives.

ITEM 2912. COMPLETED LIQUIDATIONS FILE. Records in microform format concerning corporate and limited liability company dissolutions that have received clearance from the Department of Revenue. File includes articles of dissolution and letters of tax clearance. (Records dated after 1990 have been combined with Withdrawn/Dissolved/Revoked Corporations and Limited Liability Companies File (Item 2909).)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Withdrawn/Dissolved/Revoked Corporations and Limited Liability Companies File, Item 2909. Original copy (silver-halide) of microfilm is under the custody of the Archives for permanent storage.

ITEM 2916. CORPORATION DIVISION CORRESPONDENCE FILE. Records in paper and electronic formats received by the division concerning domestic and foreign business entities. File includes messages, memorandums, correspondence with the business entity and other related records. (Data is entered in the Secretary of State Knowledge Base (SOSKB) system.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy in office electronic scanned records when administrative value ends.

ITEM 15615. SUMMONS AND COMPLAINTS SUMMARY FILE. Records in paper and electronic formats concerning the receipt of copies of summons or complaints to be issued to various corporations. Copies of summons may be received from the Wake County Sheriff's Department or from an attorney for the plaintiff. (Data is entered into the Secretary of State Knowledge Base (SOSKB) system.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records 2 years after data is entered into the Secretary of State Knowledge Base (SOSKB) System and after completion of quality control procedures.

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ITEM 15629. CORPORATIONS AND LIMITED LIABILITY COMPANIES FILE. Records in paper, electronic and microform formats concerning North Carolina corporations, foreign corporations and limited liability companies. File includes articles of incorporation; amendments; listings of mergers, dissolutions, reservations, suspensions, and reinstatements; and other related records. (Data is entered in the Secretary of State Knowledge Base (SOSKB) system.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Maintain scanned images in office permanently. Create (silver-halide) microfilm (to state standards) from scanned images. Destroy paper records in office when administrative value ends and after creating microfilm and all quality control procedures have been completed. Transfer original copy of (silver-halide) microfilm along with appropriate indexing information to the State Records Center for immediate transfer to custody of the Archives for permanent storage in the Archives Vault.

ITEM 15630. FOREIGN CORPORATIONS FILE. Records concerning foreign corporations and limited liability companies in North Carolina. File includes articles of incorporation, amendments, listings of mergers, and reservations of corporate names for future use. (Records dated after August 31, 1991 have been combined with Corporations and Limited Liability Companies File (Item 15629).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 15633. RAILROADS, MUNICIPALITIES, SOIL CONSERVATION, AND MISCELLANEOUS INDEX FILE. Card file listing dates of incorporation, dates extension filed, charter index numbers, amendment dates, and registered agents' names concerning railroads, municipalities, soil conservation services, housing authorities, joint municipal power agencies, hospital authorities, redevelopment commissions, water and soil authorities, rural development authorities, and parking authorities incorporated in the state. (Records no longer being created.)

DISPOSITION INSTRUCTIONS: Item discontinued. Retain in office permanently.

ITEM 15634. RAILROADS, MUNICIPALITIES, SOIL CONSERVATION, AND MISCELLANEOUS CHARTERS FILE. Records concerning dates of incorporation, dates extension filed, charter numbers, amendment dates, and registered agents' names concerning railroads, municipalities, soil conservation services, hospital authorities, redevelopment commissions, water and soil authorities, housing authorities, joint municipal power agencies, rural development authorities, and parking authorities incorporated in the state. (Records no longer being created.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 15640. SAVINGS AND LOAN CHARTERS FILE. Official copies of savings and loan charters and articles of amendment.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 15643. INDEX TO INACTIVE CORPORATIONS FILE. Card file listing corporations no longer incorporated or operating under a new name. (Card file is no longer created.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Withdrawn/Dissolved/Revoked Corporations and Limited Liability Companies File, Item 2909.

ITEM 23858. LIMITED PARTNERSHIPS CHARTERS FILE. Official copies in paper, electronic and microform formats of limited partnership and limited liability partnership charters and articles of amendment. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Maintain scanned images in office permanently. Create (silver-halide) microfilm (to state standards) from scanned images. Destroy paper records in office when administrative value ends and after creating microfilm and all quality control procedures have been completed. Transfer original copy of (silver-halide) microfilm along with appropriate indexing information to the State Records Center for immediate transfer to custody of the Archives for permanent storage in the Archives Vault.

ITEM 31814. ANNUAL REPORTS FILE. Annual reports in paper and electronic formats for business entities who are required to file an annual report. Data entered and updated into the Secretary of State Knowledge Base (SOSKB Database (Electronic) File (Item 31815) includes: a listing of names and addresses of principal officers/members, nature of business; principal office address and telephone number, and other related data.

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Destroy in office paper records when superseded or obsolete and after data is entered into the Secretary of State Knowledge Base (SOSKB) system, whichever occurs later, and after completion of quality control procedures. Retain digital copy in office permanently.

ITEM 47783. ADVANCED HEALTH CARE DIRECTIVE REGISTRY (ELECTRONIC) FILE. Records in paper and electronic formats submitted for inclusion in the North Carolina Advance Health Care Directive Registry, a statewide online registry. File includes health care powers of attorney, declarations of a desire for a natural death, advance instructions for mental health treatment, and declarations of an anatomical gift. (Comply with applicable provisions of GS 130A-465, GS 130A-468 and GS 130A-469 regarding maintenance, accessibility, and confidentiality of records.) (Data is entered in the Secretary of State Knowledge Base (SOSKB) system.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Return original documents to the entity that submitted paperwork for registration. Destroy electronic records in office when notice of revocation of registration has been issued. If no revocation of registration is issued, destroy in office after 100 years.

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ITEM 48166. STATEWIDE CABLE FRANCHISE FILINGS. Records in paper, electronic and microform formats concerning cable service provided by franchises to the public. File includes the notice of franchise, notice of commencement of service, annual service report, notice of withdrawal and notice of change in ownership. Some records filed after December 31, 2006 may include electronic maps. (Data is entered into the Secretary of State Knowledge Base (SOSKB) system.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Maintain scanned images in office permanently. Create (silver-halide) microfilm (to state standards) from scanned images and electronic maps and destroy paper records in office when administrative value ends and all quality control procedures have been completed. Transfer original copy of (silver-halide) microfilm along with appropriate indexing information to the State Records Center for immediate transfer to custody of the Archives for permanent storage in the Archives Vault.

ITEM 48167. DIRECTOR'S CORRESPONDENCE FILE. Records in paper and electronic formats written and received by the director's office. File includes section goals and objectives, projects, reports, interoffice correspondence, correspondence from the secretary, the general public and other state and federal agencies concerning the administration and management of the section. File may also include responses by supervisors to the public.

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

ITEM 48184. WITHDRAWN/DISSOLVED LIMITED PARTNERSHIP CHARTERS FILE. Records in paper, electronic and microform formats concerning domestic and foreign limited partnerships, limited liability partnerships, and limited liability limited partnerships that have cancelled their certificate or have been administratively, or judicially dissolved. File includes applications for certificate of authority, amended certificates of authority, cancellation of certificates and merger documents. File also includes certificates of partnership, amendments, cancellations of certificates, reservations, and other related documents filed by North Carolina partnerships with the Department of the Secretary of State. (Records are organized by numerical codes based on Julian calendar format.) (Data is entered in the Secretary of State Knowledge Base (SOSKB) system.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Maintain scanned images in office permanently. Create (silver-halide) microfilm (to state standards) from scanned images. Destroy paper records in office when administrative value ends and after creating microfilm and all quality control procedures have been completed. Transfer original copy of (silver-halide) microfilm along with appropriate indexing information to the State Records Center for immediate transfer to custody of the Archives for permanent storage in the Archives Vault.