

DEPARTMENT OF THE SECRETARY OF STATE
OFFICE OF THE CHIEF DEPUTY

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

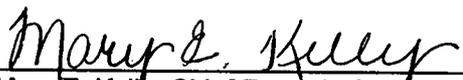
OFFICE OF THE CHIEF DEPUTY

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

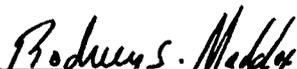
OFFICE OF THE CHIEF DEPUTY

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 This schedule is to remain in effect until superseded.

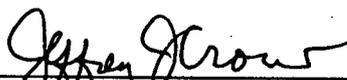
APPROVAL RECOMMENDED



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

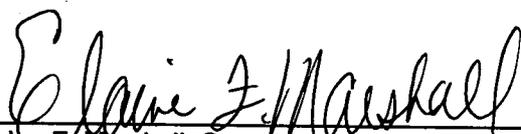


Rodney S. Maddox, Chief Deputy
Department of the Secretary of State

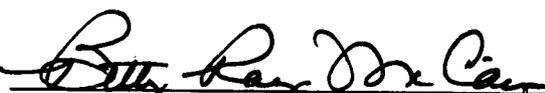


Jeffrey D. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 23, 1999

KLS

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OFFICE OF THE CHIEF DEPUTY

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APPROVAL RECOMMENDED

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

Rodney S. Maddox
Rodney S. Maddox/Chief Deputy
Department of the Secretary of State

Jeffrey J. Brown
Jeffrey J. Brown, Director
Division of Archives and History

APPROVED

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

Betty Ray McCain
Betty Ray McCain, Secretary
Department of Cultural Resources

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.

July 23, 1999

KLS

**DEPARTMENT OF THE SECRETARY OF STATE
OFFICE OF THE CHIEF DEPUTY**

ITEM 15621. RECEIPTS AND INVOICES FILE.

Receipts and invoices received and dispersed during the normal operation of the office.

DISPOSITION INSTRUCTIONS: Function and records transferred to Budget and Finance

ITEM 43494. CORRESPONDENCE FILE.

Administrative and management correspondence written and received by the office. File includes letters, memorandums, policies, procedures, program correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 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.