

DEPARTMENT OF THE SECRETARY OF STATE

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

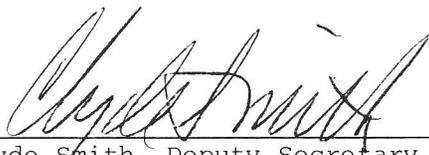
SECRETARY'S OFFICE

do not and will not have further official use of 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

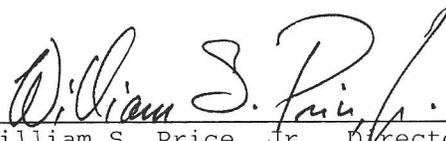
SECRETARY'S OFFICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

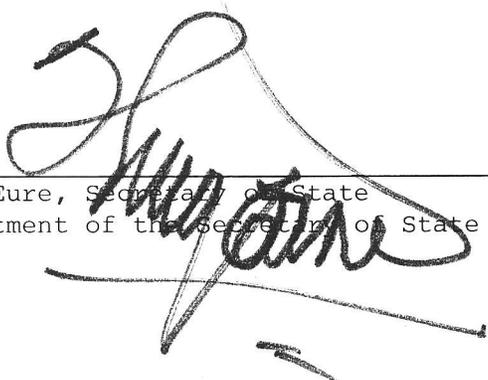


Clyde Smith, Deputy Secretary of State  
Department of the Secretary of State



William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Thad Eure, Secretary of State  
Department of the Secretary of State



Patric Dorsey, Secretary  
Department of Cultural Resources

April 14, 1988

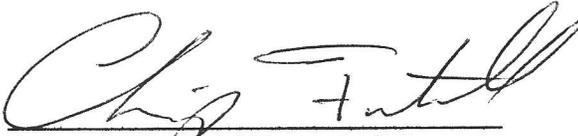
WCW

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

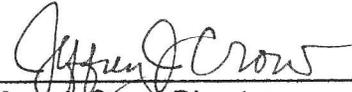
DEPARTMENT OF THE SECRETARY OF STATE  
SECRETARY'S OFFICE

Amend the records retention and disposition schedule approved April 15, 1988 by changing the disposition instructions of items 2905, 15606, 15607, and 15608 as shown on substitute pages dated July 24, 1997.

APPROVAL RECOMMENDED



Chip Futrell, Chief Records Officer  
Department of the Secretary of State



Jeffrey J. 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 24, 1997

KLS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

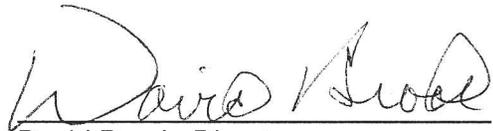
DEPARTMENT OF THE SECRETARY OF STATE  
SECRETARY'S OFFICE

Amend the program records retention and disposition schedule approved April 15, 1988 and amended July 24, 1997 by adding item 47990 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



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



David Brook, Director  
Division of Historical Resources

APPROVED



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



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

DEPARTMENT OF THE SECRETARY OF STATE  
SECRETARY'S OFFICE

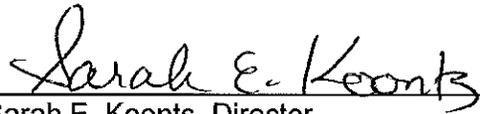
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved April 14, 1988 and last amended January 29, 2008, by changing the disposition instructions for items 15610 and 15611 and by adding items 50602, 50603, and 50604, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

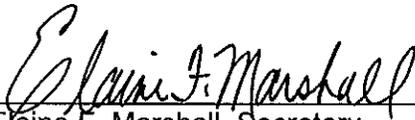


Ann B. Wall, Chief Records Officer  
Department of the Secretary of State



Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED



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



Susan W. Kluttz, Secretary  
Department of Natural and Cultural  
Resources

**DEPARTMENT OF THE SECRETARY OF STATE  
SECRETARY'S OFFICE**

**ITEM 2906. OATHS OF OFFICE FILE**

Official copies of oaths taken by various state personnel as required by law. File includes oaths of Highway Patrol officers, State Bureau of Investigation (SBI) agents, and cabinet members. (Oaths of office of board and commission members transferred to Appointments File, Item 16289, in Publications Division.) Amended 1-31-91

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 2914. SECRETARY OF STATE'S CORRESPONDENCE FILE**

Correspondence and memorandums received and sent by the Secretary of State's office. File includes council of state correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 15609. HANDWRITTEN LISTING OF OATHS OF OFFICE FILE**

Official copies of all oaths of office of the Governor and members of the Council of State. Amended 1-31-91

DISPOSITION INSTRUCTIONS: Transfer records dated 1889 to 1989 to the State Records Center immediately for transfer to the custody of the Archives. Transfer subsequent 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 15610. CONSTITUTION OF 1868 FILE**

Official copy of the Constitution of 1868. Amended 10-29-15

DISPOSITION INSTRUCTIONS: Transfer existing records to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 15611. AMENDMENTS TO THE CONSTITUTION OF 1868 FILE**

Official copies of amendments to the Constitution of North Carolina adopted by the people of the State of North Carolina prior to 1971. File includes copies of failed-to-pass amendments. Amended 10-29-15

DISPOSITION INSTRUCTIONS: Transfer existing records to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 47990. SECRETARY OF STATE'S SPEECHES FILE**

Speeches filed by subject matter, delivered by the Secretary of State at events during the Secretary's administration. Amended 6-29-07

DISPOSITION INSTRUCTIONS: Transfer records when reference value ends, but no later than the end of the Secretary of State's administration, to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 50602. CONSTITUTION OF 1971 FILE**

Official copy of the Constitution of 1971.

DISPOSITION INSTRUCTIONS: Retain in office permanently until superseded. Transfer superseded records to the State Records Center for immediate transfer to the custody of the Archives.

**DEPARTMENT OF THE SECRETARY OF STATE  
SECRETARY'S OFFICE**

**ITEM 50603. AMENDMENTS TO THE CONSTITUTION OF 1971 FILE**

Official copies of amendments to the Constitution of North Carolina adopted by the people of the State of North Carolina adopted in or after 1970. File includes copies of failed-to-pass amendments.

DISPOSITION INSTRUCTIONS: Retain in office permanently until superseded. Transfer superseded records to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 50604. U.S. CONSTITUTIONAL AMENDMENTS FILE**

Official copies of amendments to the U.S. Constitution adopted by the people of the State of North Carolina.

DISPOSITION INSTRUCTIONS: Transfer existing records to the State Records Center for immediate transfer to the custody of the Archives.