

DEPARTMENT OF SECRETARY OF STATE
SECURITIES DIVISION

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

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

SECURITIES DIVISION

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 This schedule is to remain in effect until superseded.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



Stanley M. Edwards, Chief Records Officer
Department of Secretary of State

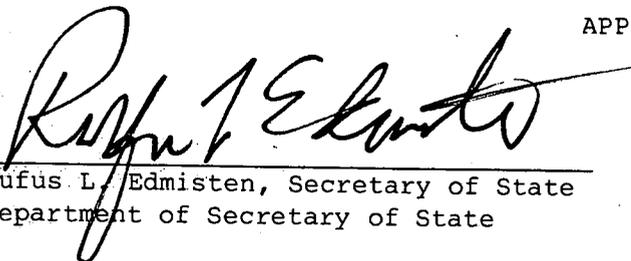


Stephen M. Wallis, Administrator
Securities Division

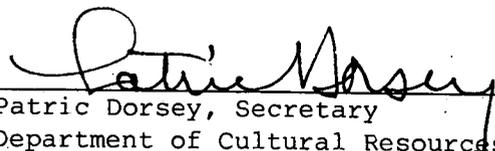


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Rufus L. Edmisten, Secretary of State
Department of Secretary of State



Patric Dorsey, Secretary
Department of Cultural Resources

April 16, 1990

WCW

DEPARTMENT OF SECRETARY OF STATE
SECURITIES DIVISION

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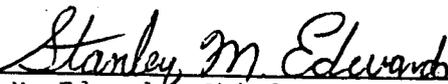
SECURITIES DIVISION

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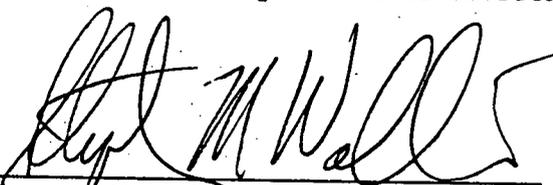
SECURITIES DIVISION

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APPROVAL RECOMMENDED



Stanley M. Edwards, Chief Records Officer
Department of Secretary of State

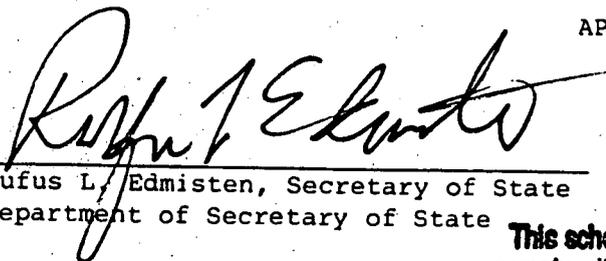


Stephen M. Wallis, Administrator
Securities Division

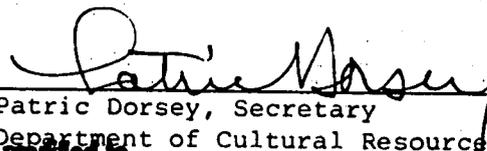


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Rufus L. Edmisten, Secretary of State
Department of Secretary of State



Patric Dorsey, 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.**

April 16, 1990

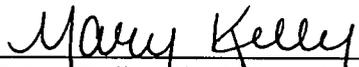
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

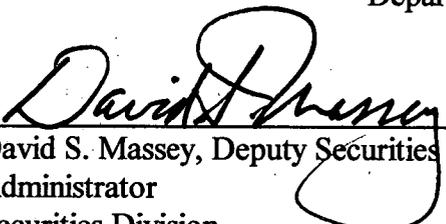
DEPARTMENT OF THE SECRETARY OF STATE
SECURITIES DIVISION

Amend the program records retention and disposition schedule approved April 16, 1990 by changing the disposition instructions for Items 15684, 15686, 15688, 15690, 15691, 15695, 15699, 27978, and 3794 as shown on substitute page dated April 6, 2004.

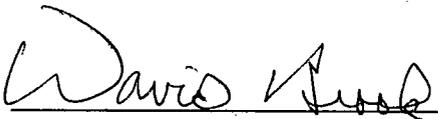
APPROVAL RECOMMENDED



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

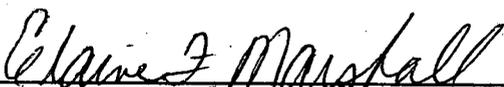


David S. Massey, Deputy Securities
Administrator
Securities Division



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

April 6, 2004

AWH

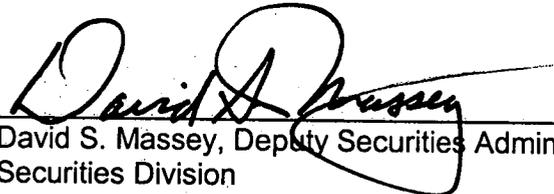
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

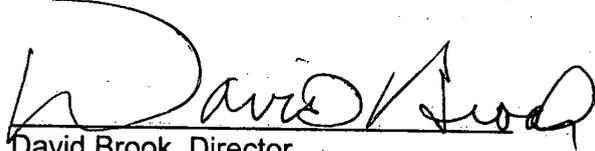
DEPARTMENT OF SECRETARY OF STATE
SECURITIES DIVISION

Amend the records retention and disposition schedule approved April 16, 1990 by adding Items 47428, 47429, and 47430 as shown on substitute pages dated March 31, 2005.

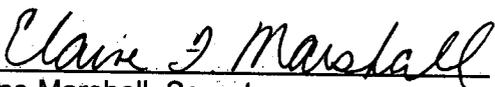
APPROVAL RECOMMENDED

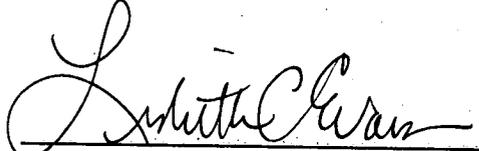

Mary Kelly, Chief Records Officer
Department of the Secretary of State


David S. Massey, Deputy Securities Administrator
Securities Division


David Brook, Director
Division of Historical Resources

APPROVED


Elaine Marshall, Secretary
Department of the Secretary of State


Lisbeth C. Evans, Secretary
Department of Cultural Resources

March 31, 2005

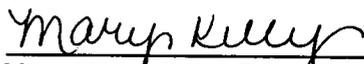
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

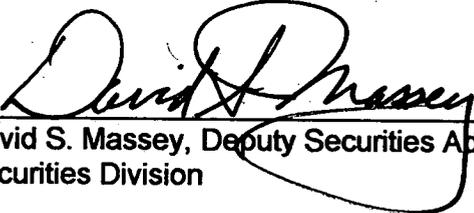
DEPARTMENT OF SECRETARY OF STATE
SECURITIES DIVISION

Amend the records retention and disposition schedule approved April 16, 1990 by adding Item 47370 as shown on substitute pages dated November 19, 2004.

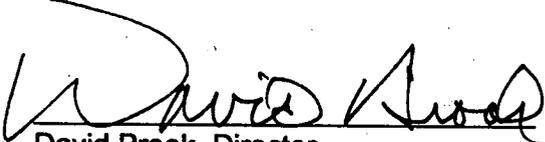
APPROVAL RECOMMENDED



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



David S. Massey, Deputy Securities Administrator
Securities Division



David Brook, Director
Division of Historical Resources

APPROVED



Elaine Marshall, Secretary
Department of the Secretary of State



Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 19, 2004

JCG

**DEPARTMENT OF THE SECRETARY OF STATE
SECURITIES DIVISION**

ITEM 2917. NOTICE OF SALES OF SECURITIES WITHIN THE STATE (EXEMPTIONS) FILE.

Securities sales notices from private offerings. File includes prospectus, cash receipts, letters of transmittal, completed copies of Securities Exchange Commission Form D, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2919. BROKER DEALER APPLICATIONS FILE.

Completed applications for registration of dealers and salesmen. File includes correspondence and registration histories.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after withdrawal of broker dealer. Records will be held for agency in the State Records Center 8 additional years and then destroyed.

ITEM 3513. MUTUAL FUNDS (SECURITIES REGISTRATION) FILE.

Records concerning public offerings of mutual funds. File includes applications, reports, correspondence, information regarding advertising and cancellation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after expiration of registration. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 3514. SECURITIES REGISTRATION (WITHDRAWALS) FILE.

Records concerning public offerings of securities (common stocks, bonds, limited partnerships, and mutual funds). File includes applications, reports, correspondence, information regarding advertising and cancellation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after date of withdrawal. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 3515. COMMON STOCKS (SECURITIES REGISTRATION) FILE.

Records concerning public offerings of common stocks. File includes applications, reports, correspondence, information regarding advertising and cancellation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after final sales report is received. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 3516. SECURITIES REGISTRATION (COMPLETED) FILE.

Records concerning public offerings of securities (common stocks, bonds, limited partnerships, and mutual funds). File includes applications, reports, correspondence, information regarding advertising and cancellation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after date of completion. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 3886. NO ACTION REQUESTS FILE.

Records received from security firms and individuals concerning registration of security dealers within the state. File includes Monthly Summary of Response letters, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 months. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

**DEPARTMENT OF THE SECRETARY OF STATE
SECURITIES DIVISION**

ITEM 15682. ACTIVE INVESTIGATION CASES FILE.

Records concerning investigations of security firms, public offerings, and individuals involved in the sale of securities within the state. File includes working papers, corporate documents, depositions, and transcripts. File also includes civil, criminal, or administrative legal documents and other related investigation papers.

DISPOSITION INSTRUCTIONS: Transfer to Closed Investigation Cases File when case is closed.

ITEM 15683. COMMODITY QUALIFIED SELLERS FILE.

Records concerning registration of qualified commodities sellers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after last registration date. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 15693. POSITION PAPERS FILE.

Papers stating position of the State of North Carolina and the Department of Secretary of State concerning securities.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 15697. NON-PROFIT SALES OF SECURITIES FILE.

Securities sales notices from non-profit entities (churches, hospitals, and other non-profit agencies). File includes prospectus, letters of transmittal, description of non-profit entities letters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 27974. INVESTMENT ADVISOR APPLICATIONS FILE.

Records concerning investment advisor applications. File includes application forms, amendments, exhibits for applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Investment Advisor Applications File when designated inactive.

ITEM 27975. INACTIVE INVESTMENT ADVISOR APPLICATIONS FILE.

Records concerning inactive investment advisor applications.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 27976. INVESTMENT ADVISOR REPRESENTATIVES FILE.

Records concerning investment advisor representatives. File includes application forms, amendments, exhibits for applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Investment Advisor Representatives File when designated inactive.

ITEM 27977. INACTIVE INVESTMENT ADVISOR REPRESENTATIVES FILE.

Records concerning inactive investment advisor representatives.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**DEPARTMENT OF THE SECRETARY OF STATE
SECURITIES DIVISION**

ITEM 27978. QUALIFIED TAX CREDITS FILE.

Records concerning qualified tax credits. Amended 4-06-04

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 47370. FAIRNESS HEARING RECORDS FILE.

Records concerning the acquisition of companies by means of issuance of securities of acquiring company. File includes applications, list of shareholders, final orders, supplements, and other related records. Amended 11-19-04.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 47428. ACTIVE ATHLETE AGENT REGISTRATION FILE.

Applications of individuals applying for certificates to be granted to act as an athlete agent in the state of North Carolina. File includes applications, lists of athletes represented, renewals, correspondence, and other related records. Amended 03-31-05.

DISPOSITION INSTRUCTIONS: Transfer successful applications to Inactive Athlete Agent Registration File (Item 47429) 1 year after certificate has lapsed. Destroy in office unsuccessful applications after 1 year.

ITEM 47429. INACTIVE ATHLETE AGENT REGISTRATION FILE.

Records concerning applications filed and certificates granted to individuals to act as an athlete agent in the state of North Carolina where such certificates have lapsed. File includes applications, lists of athletes represented, information regarding past certification, correspondence, and other related records. Amended 03-31-05.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 47430. ATHLETE AGENT LIST DATABASE FILE.

Electronic listing of agents who have applied for certificates to be granted to act as an athlete agent in the state of North Carolina. File includes list of agents and filing date of application. Amended 03-31-05.

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