

GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE

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

CLERK'S OFFICE

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

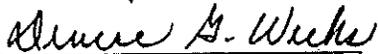
CLERK'S OFFICE

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 This schedule is to remain in effect until superseded.

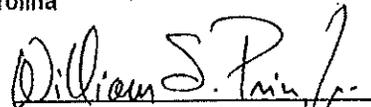
APPROVAL RECOMMENDED



Cathy L. Martin, Chief Records Officer  
General Assembly of North Carolina

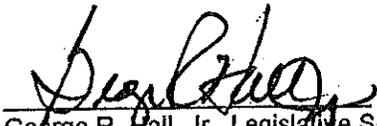


Denise G. Weeks, Principal Clerk  
House of Representatives

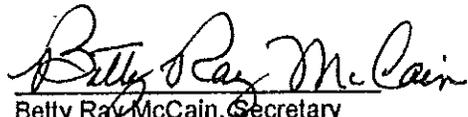


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



George R. Hall, Jr., Legislative Services Officer  
General Assembly of North Carolina



Betty Ray McCain, Secretary  
Department of Cultural Resources

June 28, 1993

DWM

GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE

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CLERK'S OFFICE

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APPROVAL RECOMMENDED

*Cathy L. Martin*

Cathy L. Martin, Chief Records Officer  
General Assembly of North Carolina

*Denise G. Weeks*

Denise Weeks, Principal Clerk  
House of Representatives

*William S. Price, Jr.*

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

APPROVED

*George R. Hall, Jr.*

George R. Hall, Jr., Legislative Services Officer  
General Assembly of North Carolina

*Betty Ray McCain*

Betty Ray McCain, Secretary  
Department of Cultural Resources

June 28, 1993

DWM

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.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE

Amend the records retention and disposition schedule approved June 28, 1993 by changing the description and disposition instructions of Item 13284 as shown on substitute page dated September 11, 2000.

APPROVAL RECOMMENDED



Cathy L. Martin  
Cathy L. Martin, Chief Records Officer  
General Assembly of North Carolina



Denise G. Weeks  
Denise G. Weeks, Principal Clerk  
House of Representatives



Jeffrey D. Crow  
Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED



George R. Hall, Jr.  
George R. Hall, Jr., Legislative Services Officer  
General Assembly of North Carolina



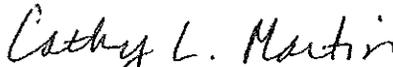
Betty Ray McCain  
Betty Ray McCain, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

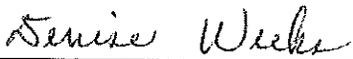
GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE

Amend the program records retention and disposition schedule approved June 28, 1993 and amended September 11, 2000 and August 8, 2006 by changing item 1493 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Cathy Martin, Chief Records Officer  
General Assembly of North Carolina



Denise Weeks, Principal Clerk  
General Assembly of North Carolina



David Brook, Director  
Division of Historical Resources

APPROVED



George R. Hall, Legislative Services Officer  
General Assembly of North Carolina



Linda A. Carlisle, Secretary  
Department of Cultural Resources

January 3, 2010<sup>010</sup>  
2011

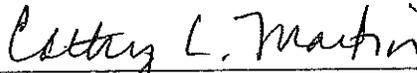
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

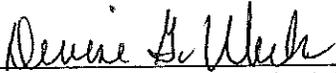
GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE

Amend the program records retention and disposition schedule approved June 28, 1993, by changing the disposition instructions for the following Item 13284, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

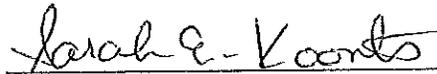
APPROVAL RECOMMENDED



Cathy Martin, Chief Records Officer  
General Assembly of North Carolina

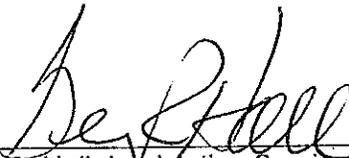


Denise G. Weeks, Principal Clerk  
House of Representatives

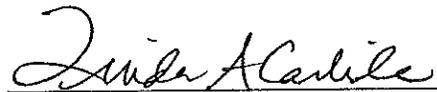


Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED



George R. Hall, Legislative Services Officer  
General Assembly of North Carolina



Linda A. Carlisle, Secretary  
Department of Cultural Resources

**GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE**

**ITEM 1489. OATHS OF OFFICE LEDGERS FILE.**

Ledgers containing oaths of office and signatures for members of the House of

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 1490. HOUSE OF REPRESENTATIVES MEMBER CORRESPONDENCE FILE.**

Record copies of correspondence pertaining to members of the House of Representatives. Includes information on committee assignments, congratulations, resignations, and other related documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer correspondence concerning resignations to Resignations and Appointments File (Item 34938) immediately. Transfer remaining records 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 1491. FAILED TO PASS BILLS FILE.**

Failed to pass bills which were not enrolled by the House of Representatives. File also includes resolutions and amendments to bills.

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 1492. LEGISLATIVE PROCEDURES FILE.**

Records concerning operations of the House of Representatives. File includes members' position papers and petitions, special messages from the House to the Senate concerning board appointments and the recall of bills from enrollment, and other related records. Bill numbers, messages to members of the House, and other related data are entered into Legislative Information Database (Electronic) File (Item 34937) in order to generate special messages.

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 1493. HOUSE CALENDAR BOOKS FILE.**

Calendar books for the House of Representatives (1977 - 2010) listing names of representatives, bill numbers for bills the representatives introduced, numerical indices of legislation introduced, and other related information. (See also Legislative Information Database (Electronic) File, (Item 34937)).

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer all records to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 1494. ROLL CALLS AND ELECTRONIC VOTES FILE.**

Computer printouts listing members present and absent from daily sessions, results of electronic voting, and other related information. (Clerk's Office personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center. Office personnel will also make and insert targets for microfilming.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s) to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE**

**ITEM 1495. BILL STATUS PRINTOUTS FILE.**

Computer printouts furnished by the Institute of Government listing status and subjects of House and Senate bills, action taken on bills, ratification dates, references to general statutes, and other related information. (Clerk's Office personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center. Office personnel will also make and insert targets for microfilming.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s) to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming.

**ITEM 13284. BILL HISTORY (REFERENCE) FILE.**

Reference copies of bills and resolutions introduced in the House of Representatives. File also includes reference copies of amendments to bills and votes. (Originals of bills and resolutions failing to pass are transferred to Failed to Pass Bills File (Item 1491) and original enrolled bills and resolutions are transferred to the Department of Secretary of State pursuant to G.S. 120-33(f).) Amended 12-15-2012

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy remaining records in office when reference value ends.

**ITEM 13285. ENGROSSED BILLS AND AMENDMENTS FILE.**

Reference copies of engrossed bills and amendments.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 13286. HOUSE OF REPRESENTATIVES BILLS FILE.**

Reference copies of bills introduced in the House of Representatives. File also includes reference copies of House amendments to House and Senate bills and Senate amendments

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 13287. HOUSE JOURNALS FILE.**

Reference copies of unpublished journals of the House of Representatives. (Official copies of unpublished journals are deposited with the Department of Secretary of State in accordance with G.S. 120-27.)

DISPOSITION INSTRUCTIONS: Destroy in office when "House Journal" is published.

**ITEM 13288. SCRATCH JOURNALS FILE.**

Records used to compile the "House Journal." File includes journal indices, rough drafts, General Clerk's notes, and other related records. Numbers for bills introduced, names of introducing members, page numbers for indices, and other related data are entered into Legislative Information Database (Electronic) File (Item 34937) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when "House Journal" is published.

**ITEM 34937. LEGISLATIVE INFORMATION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning operations of the House of Representatives and the compilation of "House Journal." Bill numbers, messages to members of the House, names of members introducing bills, page numbers for indices, and other related data are entered into this electronic file. (Electronic database systems are maintained by the Legislative Automated Systems Division.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
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**ITEM 34938. RESIGNATIONS AND APPOINTMENTS FILE.**

Correspondence to and from resigning members of the House of Representatives. File also includes appointment letters from the Governor and recommendation letters from counties' executive parties.

**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.