

GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES 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

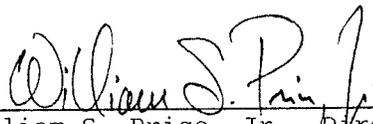
LEGISLATIVE SERVICES OFFICE

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

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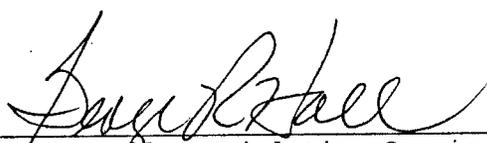
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

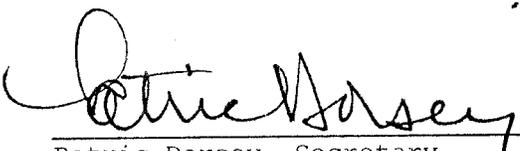
APPROVAL RECOMMENDED

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

APPROVED

**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.**

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

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

May 1, 1989

ATM

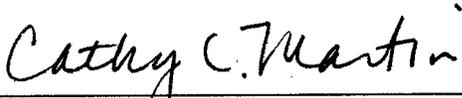
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE

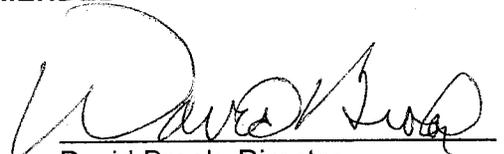
47427 CSB 6/29/06

Amend the program records retention and disposition schedule approved May 1, 1989 by amending items 1503, 25867, 25868, 25872, 25874, 25876, 25877, 25887 and by adding item ~~47247~~ 47427. This Program Records Retention and Disposition Schedule Amendment also reflects an organizational change from **Legislative Administrative Officer** to **Legislative Services Officer** as shown on the included substitute pages. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



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

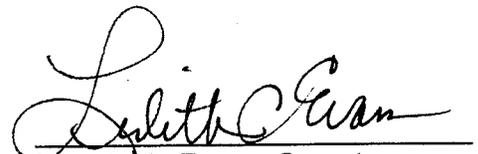


David Brook, Director  
Division of Historical Resources

APPROVED



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



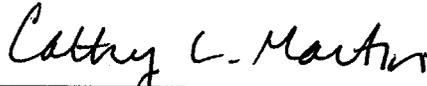
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

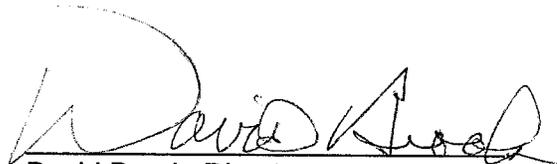
**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
Committee Clerks**

Amend the program records retention and disposition schedule approved May 1, 1989 and May 30, 2005 by amending items 25881 and 25882 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**

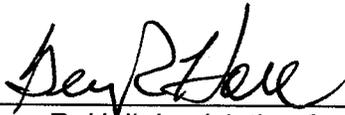


Cathy Martin, Chief Records Officer  
General Assembly of North Carolina



David Brook, Director  
Division of Historical Resources

**APPROVED**



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



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
ADMINISTRATION DIVISION  
FINANCIAL SERVICES**

**ITEM 1503. CENTRAL PAYROLL REGISTER FOR PERMANENT EMPLOYEES FILE.**

Printout listings of permanent employees. Information includes each employee's position number, current earnings, and accumulative salary information. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 25867. PAGES FILE.**

Tax exemption certificates, information for preparing payroll data, and memorandums regarding payrolls for House of Representatives and Senate pages. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after termination of employment.

**ITEM 25868. PAGES UNPAID FILE.**

Tax exemption certificates, information for preparing payroll data, and memorandums regarding payroll for House of Representatives and Senate pages who have not been paid. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Destroy in office after payment of wages.

**ITEM 25872. PERMANENT AND TEMPORARY EMPLOYEES (INACTIVE) PERSONNEL FILE.**

Folder for each past employee of the General Assembly documenting the employee's qualifications, position classification, performance evaluations, and related information. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

**ITEM 25874. REPRESENTATIVES (ACTIVE) PERSONNEL AND PAYROLL FILE.**

Personnel, payroll and reimbursement information for current members of the House of Representatives. File includes information sheets for payroll, tax exemption certificates, requests for reimbursement forms, and correspondence concerning reimbursement. [Amended

DISPOSITION INSTRUCTIONS: Function and records transferred to Senators and Representatives (Active) Personnel and Payroll File (Item 25876).

**ITEM 25876. SENATORS AND REPRESENTATIVES (ACTIVE) PERSONNEL AND PAYROLL FILE.**

Personnel, payroll and reimbursement information for current members of the Senate. File includes information sheets for payroll, requests for reimbursement forms, tax exemption certificates, and correspondence concerning reimbursement. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Comply with the General Schedule for State Agency Records for the disposition of payroll related items. Transfer remaining records to Senators and Representatives (Inactive) Personnel and Payroll File (Item 25877) when individual completes term.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
ADMINISTRATION DIVISION  
FINANCIAL SERVICES**

**ITEM 25877. SENATORS AND REPRESENTATIVES (INACTIVE) PERSONNEL AND PAYROLL FILE.**

Personnel, payroll and reimbursement information for each former member of the Senate and House of Representatives. Each file includes information sheets for payroll, requests for reimbursement for travel, tax exemption certificates, and correspondence concerning reimbursement. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 05/30/05]

**DISPOSITION INSTRUCTIONS:** Comply with the General Schedule for State Agency Records for disposition of payroll related items. Transfer personnel records to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
COMMITTEE CLERKS**

**ITEM 25881. AUDIO RECORDINGS STANDING COMMITTEE MEETINGS (ELECTRONIC) FILE.**

Audio recordings made during meetings of standing committees to aid clerk in the preparation of minutes.

DISPOSITION INSTRUCTIONS: Delete in agency after minutes have been approved and legislative session adjourns, whichever occurs later.

**ITEM 25882. AUDIO RECORDINGS STUDY COMMITTEE MEETINGS (ELECTRONIC) FILE.**

Audio recordings of meetings of study committees and study commissions, used to aid clerk in the preparation of minutes.

DISPOSITION INSTRUCTIONS: Destroy in agency when final report has been approved by committee or commission.

**ITEM 25883. NOTEBOOKS FOR STANDING COMMITTEES FILE.**

Looseleaf notebooks containing minutes, membership listings, and related documents for each standing committee.

DISPOSITION INSTRUCTIONS: Transfer to the Legislative Library after the adjournment of the session of the General Assembly covered by the notebooks' contents and when chairman's permission has been granted, consistent with House and Senate rules.

**ITEM 25884. STUDY COMMITTEE NOTEBOOKS FILE.**

Looseleaf notebooks containing information regarding various study committees and commissions. Records concerning each study include copy of legislation authorizing the study, membership listings, budget information, minutes of meetings, and copies of material presented at the meetings.

DISPOSITION INSTRUCTIONS: Transfer records concerning non-permanent committees/commissions to the Legislative Library upon termination of the life of the study committee/commission. Transfer records concerning permanent committees/commissions to the Legislative Library when report has been made to the General Assembly.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
FISCAL RESEARCH DIVISION, LEGISLATIVE DRAFTING DIVISION, AND RESEARCH DIVISION**

**ITEM 25886. DIVISION OPERATIONS FILE.**

Records concerning the daily operations of the division. File includes correspondence, memorandums, copies of project materials handled by staff attorneys, materials for special projects or subjects, policies and procedures, and other related records and data. (Note: Documents may fall within the categories of "drafting or information requests or supporting documents" or "document(s) prepared by a legislative employee upon the request of a legislator" as specified in Article 17 of Chapter 120 of the General Statutes of North Carolina. If so, they are excluded by that Article from the definition of "public records," and must be kept confidential.)

**DISPOSITION INSTRUCTIONS:** Destroy in office when administrative value ends, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action or resolution of issues involved.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
LEGISLATIVE AUTOMATED SYSTEMS DIVISION**

**ITEM 3395. COMPUTER SOFTWARE FILE.**

Software files for host computer. Programs include Bill Status of Legislation, All-in-One, Team Data, Budget Expenditure Monitoring and Oversight System (BEMOS), Member Allowance Reporting System (MARS), and Payroll/Personnel System. Personal computer software files include Lotus and other systems. (Except for Bill Status, portions of all the computer files listed consist of confidential material according to Article 17 of Chapter 120 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Transfer printout copies of Bill Status and the public record, non-confidential portions of BEMOS to legislators or public as requested when produced. Transfer printout copies of the following reports concerning that session from Bill Status to the Legislative Library after adjournment sine die of each session of the General Assembly: brief chronology of action on each bill, listing of bill by index term word, listing of bills by committee, listing of bills by introducer, and any other report requested by the Legislative Librarian because of its reference value, if the report can feasibly be produced on Bill Status. Return source documents to original source after entering into display terminal. Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to a safe storage facility. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedule. Erase remaining records when updated.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
LEGISLATIVE SERVICES OFFICE  
LEGISLATIVE SERVICES OFFICER**

**ITEM 25887. ADMINISTRATIVE FILE.**

Correspondence and reference copies of printed information used by the Legislative Services Officer during the course of his administrative duties.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25889. LEGISLATIVE SERVICES COMMISSION MINUTES FILE.**

Official copies of minutes of the Legislative Services Commission meetings.

DISPOSITION INSTRUCTIONS: Transfer one signed copy when received to the State Records Center to be microfilmed for permanent security storage in the Archives vault. Paper records will be destroyed in the State Records Center after microfilming. Transfer official copy to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 47427. STATEMENTS OF ECONOMIC INTEREST FILE.**

Statements of Economic Interest submitted to the Legislative Services Office received from county boards once Senators and Representative have been elected. [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Transfer to the Legislative Library's Economic Interest Statements File (Item 25891) when administrative value ends.