

GENERAL ASSEMBLY OF NORTH CAROLINA
LEGISLATIVE SERVICES OFFICE
NORTH CAROLINA COURTS COMMISSION

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

NORTH CAROLINA COURTS COMMISSION

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

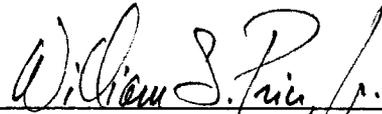
NORTH CAROLINA COURTS COMMISSION

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 This schedule is to remain in effect until superseded.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



Johnathan L. Rhyne, Jr., Chairman
North Carolina Courts Commission

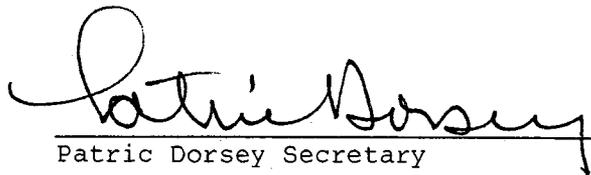


William S. Price, Jr., Director
Division of Archives and History

APPROVED



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



Patric Dorsey Secretary
Department of Cultural Resources

July 20, 1990

HFH

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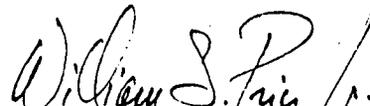
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APPROVAL RECOMMENDED



Johnathan L. Rhyno, Jr., Chairman
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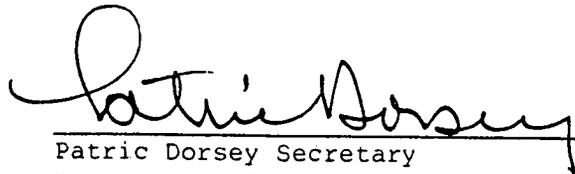


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George R. Hall, Jr., Legislative Services
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Patric Dorsey Secretary
Department of Cultural Resources

General Assembly of North Carolina

**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 20, 1990

HFH

**GENERAL ASSEMBLY OF NORTH CAROLINA
LEGISLATIVE SERVICES OFFICE
NORTH CAROLINA COURTS COMMISSION**

ITEM 4210. NORTH CAROLINA COURTS COMMISSION MINUTES FILE.

Official minutes of the commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 28918. AGENDAS FILE.

Agendas used for meetings

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 28920. APPOINTMENTS FILE.

Records concerning appointments made by the Governor, the Lieutenant Governor, the Chief Justice, and the Speaker of the House for members of the commission. File includes information indicating when their terms expire.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 28922. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE.

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 28928. RECOMMENDATIONS FILE.

Records concerning recommendations made to the General Assembly.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 28931. SUPPLEMENTS TO THE MINUTES FILE.

Information that is considered supplementary to the official minutes. (This information is distributed to all members of the commission.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records center with official minutes to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent supplements of the minutes to the State Records Center for security storage.