

GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on January 30, 1981, governing the records series listed herein has been reviewed, corrected, and is hereby again approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that all the public records of the

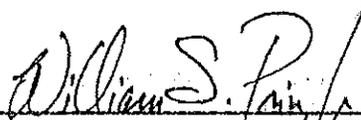
CLERK'S OFFICE

are listed herein and that they 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

CLERK'S OFFICE

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

APPROVAL RECOMMENDED



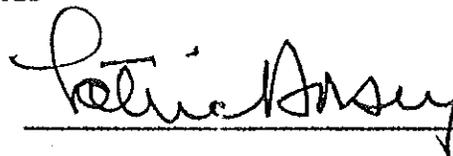
William S. Price, Jr., Director  
Division of Archives and History

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.

APPROVED



Sylvia M. Fink, Principal Clerk  
Clerk's Office



Patric Dorsey, Secretary  
Department of Cultural Resources

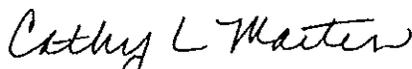
August 29, 1986

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

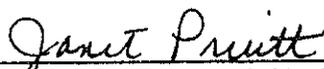
GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE

Amend the records retention and disposition schedule approved June 28, 1993 by changing the description and disposition instructions of Item 13290 as shown on substitute page dated September 11, 2000.

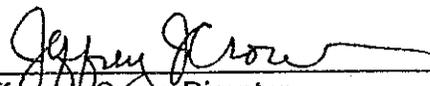
APPROVAL RECOMMENDED



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



Janet Pruitt, Principal Clerk  
Senate

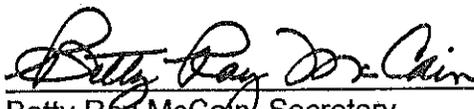


Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE

Amend the program records retention and disposition schedule approved August 29, 1986 by amending item 1511 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

*Cathy L. Martin*

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

*Jane Pruitt*

Jane Pruitt, Principal Clerk  
Senate

*David Brook*

David Brook, Director  
Division of Historical Resources

APPROVED

*George R. Hall, Jr.*

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

*Lisbeth C. Evans*

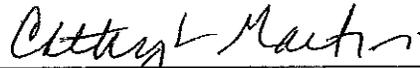
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

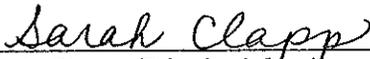
GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE

Amend the program records retention and disposition schedule approved August 29, 1986, by changing the disposition instructions for the following Items 1508 and 13290, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

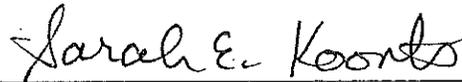
APPROVAL RECOMMENDED



Cathy Martin, Chief Records Officer  
General Assembly of North Carolina



Sarah Clapp, Principal Clerk  
Senate

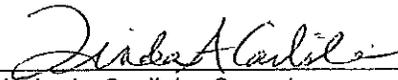


Sarah E. Koonts, Director  
Division of Archives and Records

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  
SENATE  
CLERK'S OFFICE**

**ITEM 1507. BILLS/RESOLUTIONS NOT ENROLLED FILE.**

Official copies of failed to pass bills which were not enrolled by the Senate. File includes resolutions, amendments, committee report notations, and other related documents.

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 1508. SENATE CALENDAR BOOK FILE.**

Official copies of Senate calendar ledgers. Ledgers include names of senators and bill numbers for bills the senator introduced and a numerical index of legislation introduced carrying duplicate of action on bill cover.

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 1509. ROLL CALLS AND ELECTRONIC VOTES FILE.**

Official copies of information concerning roll calls and electronic votes for the Senate. Information includes votes on House and Senate bills and resolutions receiving Senate action.

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 1510. APPOINTMENTS AND CONFIRMATION FILE.**

Reference copies of information concerning appointments and confirmations to various boards and commissions.

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 1511. SENATE DAILY LEGISLATIVE SESSION AUDIO RECORDINGS (ELECTRONIC) FILE.**

Official copies of electronic recordings containing audio records of the daily legislative sessions of the Senate. Recordings made after 2005 are partially indexed but are not fully transcribed. File contains reference copies of session recordings. Amended 08-08-06.

DISPOSITION INSTRUCTIONS: Contact Analyst of the State Records Center prior to transfer of official electronic copies recorded during or after 2006 legislative session. For recordings made during or after 2006, transfer to the State Records Center after the end of each biennium session for immediate transfer to the custody of the Archives. Destroy in office reference copies once administrative value ends. For magnetic tapes recorded during and prior to 2005, transfer to the State Records Center after 2 years for immediate transfer to the custody of the Archives. Transfer magnetic tapes currently held in the State Records Center to the custody of the Archives immediately.

**ITEM 1512. ORIGINAL PETITION FILE.**

Official and reference copies of petitions delivered to the General Assembly.

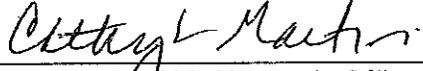
DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

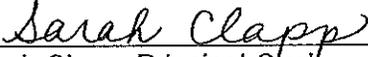
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

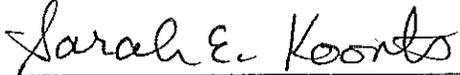
GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE

Amend the program records retention and disposition schedule approved August 29, 1986, by changing the disposition instructions for the following Items 1508 and 13290, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

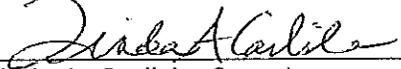
  
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Cathy Martin, Chief Records Officer  
General Assembly of North Carolina

  
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Sarah Clapp, Principal Clerk  
Senate

  
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Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED

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

  
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Linda A. Carlisle, Secretary  
Department of Cultural Resources

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE**

**ITEM 1507. BILLS/RESOLUTIONS NOT ENROLLED FILE.**

Official copies of failed to pass bills which were not enrolled by the Senate. File includes resolutions, amendments, committee report notations, and other related documents.

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 1508. SENATE CALENDAR BOOK FILE.**

Official copies of Senate calendar ledgers. Ledgers include names of senators and bill numbers for bills the senator introduced and a numerical index of legislation introduced carrying duplicate of action on bill cover. Amended 12-15-2012

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 1509. ROLL CALLS AND ELECTRONIC VOTES FILE.**

Official copies of information concerning roll calls and electronic votes for the Senate. Information includes votes on House and Senate bills and resolutions receiving Senate action.

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 1510. APPOINTMENTS AND CONFIRMATION FILE.**

Reference copies of information concerning appointments and confirmations to various boards and commissions.

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 1511. SENATE DAILY LEGISLATIVE SESSION AUDIO RECORDINGS (ELECTRONIC) FILE.**

Official copies of electronic recordings containing audio records of the daily legislative sessions of the Senate. Recordings made after 2005 are partially indexed but are not fully transcribed. File contains reference copies of session recordings. Amended 08-08-06.

DISPOSITION INSTRUCTIONS: Contact Analyst of the State Records Center prior to transfer of official electronic copies recorded during or after 2006 legislative session. For recordings made during or after 2006, transfer to the State Records Center after the end of each biennium session for immediate transfer to the custody of the Archives. Destroy in office reference copies once administrative value ends. For magnetic tapes recorded during and prior to 2005, transfer to the State Records Center after 2 years for immediate transfer to the custody of the Archives. Transfer magnetic tapes currently held in the State Records Center to the custody of the Archives immediately.

**ITEM 1512. ORIGINAL PETITION FILE.**

Official and reference copies of petitions delivered to the General Assembly.

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.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
CLERK'S OFFICE**

**ITEM 1513. MESSAGES SENT TO THE HOUSE FILE.**

Reference copies of information concerning messages sent to the House of Representatives. File includes special messages sent.

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 1514. LEGISLATIVE CARD INDEX FILE.**

Official copy of an index listing the House of Representatives bills and Senate bills receiving Senate actions.

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 1515. GOVERNMENTAL EVALUATION COMMISSION FILE.**

Official copies of Governmental Evaluation Commission's reports conducted for and forwarded to the Senate.

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 4129. OATHS OF OFFICE LEDGER FILE.**

Official copies of information concerning oaths of office taken by members of the Senate. File includes or concerns reference copies of resignations or changes in the Senate body.

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

**ITEM 13289. AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES FILE.**

Official copies of information concerning the American Society of Legislative Clerks and Secretaries. File includes study reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 13290. BILL HISTORY (REFERENCE) FILE.**

Reference copies of bills and resolutions introduced in the Senate. File also includes reference copies of amendments to bills and votes. (Originals of bills and resolutions failing to pass are transferred to Bills/Resolutions Not Enrolled File (Item 1507) and original enrolled bills and resolutions to the Department of Secretary of State pursuant to G.S. 120-33(f).) Amended 12-15-2012

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13291. ENGROSSED BILLS AND AMENDMENTS FILE.**

Reference copies of information concerning amendments to bills. File includes history of bills.

DISPOSITION INSTRUCTIONS: Destroy in office at the end of General Assembly Session.

**ITEM 13292. SCRATCH JOURNAL FILE.**

Working copies of information used to compile the "Senate Journal." File includes index.

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

**ITEM 13293. SENATE AND HOUSE BILLS FILE.**

Reference copies of bills introduced in the House of Representatives and the Senate.

DISPOSITION INSTRUCTIONS: Destroy in office at the end of General Assembly Session.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SENATE  
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**ITEM 13294. SENATE JOURNAL FILE.**

Reference copy of the unpublished "Senate Journal."

DISPOSITION INSTRUCTIONS: Destroy in office after "Senate Journal" is published.

**ITEM 13295. SENATE MEMBERSHIP FILE.**

Reference copies of information concerning senators. File includes correspondence, bills, and biographical information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 13296. SUBJECT FILE.**

Reference copies of information concerning operations of the Senate Clerk's Office. File includes or concerns information requested, appointments, special messages, amendments, Capitol Press Corp., and other related documents.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.