

**GOLDEN LEAF FOUNDATION**

Program Records Retention and Disposition Schedule

The Program 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

**GOLDEN LEAF FOUNDATION**

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

**GOLDEN LEAF FOUNDATION**

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 This schedule is to remain in effect until superseded.

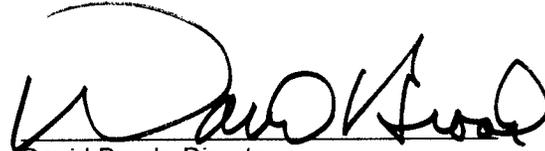
**APPROVAL RECOMMENDED**



Rhea Barnes, Records Officer  
Golden Leaf Foundation



Valeria L. Lee, President  
Golden Leaf Foundation



David Brook, Director  
Division of Historical Resources

**APPROVED**



Richard Holder, Chairman  
Golden Leaf Foundation



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 27, 2007

AWH

**Golden Leaf Foundation  
Accounting**

**Item 47705. INVESTMENT FUNDS TRANSFER AUTHORIZATION FILE.** Records in paper and electronic formats authorizing the transfer of investment funds.

**DISPOSITION INSTRUCTIONS:** Destroy in office paper and electronic records after 2 years 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 and resolution of issues involved.

**Item 47706. GRANTEE PAYMENT REPORT FILE.** Listing of payments made to grantees for a specific time period.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 2 year(s) 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 and resolution of issues involved.

**Item 47708. FEDERAL AND STATE INCOME TAX FILE.** Records concerning taxes paid by the Golden Leaf Foundation. File includes federal and state income tax returns.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 7 year(s) 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 and resolution of issues involved.

**Item 47865. MONTHLY FINANCIAL REPORTING PACKAGES FILE.** Records concerning the monthly financial reports. File includes the following monthly financial reports: Statement of Net Assets, Statement of Activities, and Budget Report. File also includes the following reports: Balance Sheet, Current Month and YTD Profit & Loss Statement, Current Month Profit & Loss Statement - Budget verses Actual, YTD Profit & Loss Statement - Budget verses Actual, Current Month General Ledger, and Current Month Journal.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 7 year(s) 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 and resolution of issues involved.

**Golden Leaf Foundation  
Administration**

**Item 47697. BOARD OF DIRECTOR'S MINUTES FILE.** Records in paper and electronic formats of minutes of the Golden Leaf Foundations board of directors. File also includes approved actions of committees.

**DISPOSITION INSTRUCTIONS:** Transfer a duplicate paper copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of paper records of original signed minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the microfilm vault. Destroy duplicate paper copies in the off-site storage location after the original paper records have been microfilmed. Destroy in office electronic records when administrative value ends.

**Item 47700. BOARD REAPPOINTMENT FILE.** Correspondence concerning the appointment or reappointment of individuals for the Golden Leaf Board of Directors received from members of the General Assembly and Office of the Governor.

**DISPOSITION INSTRUCTIONS:** Retain in office permanently.

**Item 47701. LOBBYING REPORTS FILE.** Forms used to complete reports of lobbying activities.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years.

**Item 47702. PERSONNEL FILE.** Records concerning office personnel. File includes applications, resumes, offer letters, job descriptions, personnel action forms, change of address forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

**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.

**Golden Leaf Foundation  
Administration**

**Item 47703. TECHNOLOGY ASSESSMENT FILE.** Reports in paper and electronic formats concerning the foundation's technology status compared to industry standards.

**DISPOSITION INSTRUCTIONS:** Destroy in office paper and electronic records after 2 years.

**Item 47864. QUARTERLY PAYROLL REPORTS FILE.** Records concerning payroll reports issued quarterly.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 7 year(s) 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 and resolution of issues involved.

**Item 47867. FACILITIES COMMITTEE MINUTES FILE.** Records in paper and electronic formats of minutes of the Facilities Committee.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records to the Board of Director's Minutes File (Item 47697) when approved.

**Item 47868. PERSONNEL AND NOMINATION COMMITTEE FILE.** Records in paper and electronic formats of minutes of the Personnel and Nomination Committee.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records to the Board of Director's Minutes File (Item 47697) when approved.

**Item 47869. PROGRAMS COMMITTEE MINUTES FILE.** Records in paper and electronic formats of minutes of the Programs Committee.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records to the Board of Director's Minutes File (Item 47697) when approved.

**Item 47870. AUDIT COMMITTEE MINUTES FILE.** Records in paper and electronic formats of minutes of the Audit Committee.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records to the Board of Director's Minutes File (Item 47697) when approved.

**Golden Leaf Foundation  
Administration**

**Item 47871. FINANCE COMMITTEE MINUTES FILE.** Records in paper and electronic formats of minutes of the Finance Committee.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records to the Board of Director's Minutes File (Item 47697) when approved.

**Item 47936. PRESIDENT'S CORRESPONDENCE FILE.** Correspondence of the President of the Golden Leaf Foundation.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 3 years for immediate transfer to the custody of the Archives.

**Golden Leaf Foundation  
Investments**

**Item 47704. INVESTMENT FILE.** Records in paper and electronic formats concerning the foundation's portfolio value. File includes performance reports, correspondence from investment managers, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy paper and electronic records 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 and resolution of issues involved.

**Item 47872. INVESTMENTS COMMITTEE MINUTES FILE.** Records in paper and electronic formats of minutes of the Investments Committee.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records to the Board of Director's Minutes File (Item 47697) when approved.

**Golden Leaf Foundation  
Program**

**Item 47707. PROGRAM FILE.** Records concerning applications and supporting documentation submitted to the Golden Leaf Foundation for funding. File includes correspondence, reports, payments, and other related records. Data is entered into Program Database (Electronic) File (Item 47863). (Comply with applicable provisions of G.S. 132-1.2(1) regarding the confidentiality of trade secrets.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 3 year(s) 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 and resolution of issues involved.

**Item 47863. PROGRAM DATABASE (ELECTRONIC) FILE.** Electronic records concerning applications and supporting data submitted to the Golden Leaf Foundation for funding. Electronic file includes correspondence, reports, payments, and other related data. Data is entered into this database from Program File (Item 47707). (Comply with applicable provisions of G.S. 132-1.2(1) regarding the confidentiality of trade secrets.) (File maintenance and backup procedures conducted by Operations Section.)

**DISPOSITION INSTRUCTIONS:** Update in office routinely. Destroy in office after 3 years 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 and resolution of issues involved.