

**NORTH CAROLINA APPRAISAL BOARD**

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

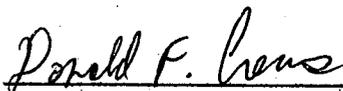
**North Carolina Appraisal Board**

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

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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 This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

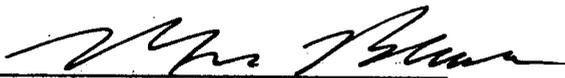


Donald F. Crews, Deputy Director  
North Carolina Appraisal Board



Jeffrey J. Crow, Director  
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APPROVED



A. Melton Black, Jr., Executive Director  
North Carolina Appraisal Board



Betty Ray McCain, Secretary  
Department of Cultural Resources

November 8, 1995

HFH

## **NORTH CAROLINA APPRAISAL BOARD**

**Item 37808. APPLICATIONS FOR EMPLOYMENT FILE.** Completed applications for employment with resumes and other supporting documents received by the Board. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**Item 37809. ASSOCIATIONS FILE.** Reference copies of records received from local, state, or national associations with which the Board is involved. File includes newsletters, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 37810. ATTORNEY GENERAL'S OPINIONS FILE.** Reference copies of legal opinions and rulings prepared by the Office of the Attorney General regarding interpretations of Board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 37812. COMPLAINTS AND INVESTIGATIONS FILE.** Records concerning complaints and investigations of licensed individuals for suspected violations of licensing law or regulations. File includes court case records, correspondence, review appraisals, investigative reports, pleadings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when the respondent's appeal rights expire and when reference value by the legal staff ends.

**Item 37813. CONTRACTS, AGREEMENTS, AND LEASES FILE.** Contracts, agreements, and leases concerning services, equipment, and other obligations entered into by the Board. File also includes insurance policies.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract 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 37814. CORRESPONDENCE FILE.** Routine correspondence written to and/or received from individuals concerning requests for information and/or forms.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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**Item 37815. EDUCATIONAL FILE.** Reference copies of records concerning the pre-certification and pre-licensing of individuals approved by the Board. File includes applications for original approval and renewal of prelicensing, precertification, and continuing education courses; course materials; verification forms to sponsors regarding course approval, disapproval, or renewal; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 37816. EXAMINATIONS (FAILED) FILE.** Records concerning applicants who failed, failed to finish, or failed to take the license examination. File includes examination results and/or completed examinations. (Records for examination administered by testing service are retained by testing service.)

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 37817. EXAMINATIONS (PASSED) FILE.** Records concerning applicants registered to take the licensing examination. File includes rosters of applicants scheduled to take examinations, announcements of scheduled examinations, examination results, and/or completed examinations. (Records for examinations administered by testing service are retained by testing service.)

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 37818. FIRM REGISTRATION (FORMS) FILE.** Forms concerning the registration of each firm with the Board. Forms include name of firm, name of managing appraisers, and name of other appraisers.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 37819. LEGISLATIVE FILE.** Reference copies of records concerning legislative matters affecting the Board. File includes legislative bills, General Statutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**Item 37820. LICENSED AND CERTIFIED APPRAISERS ROSTER FILE.** Roster of individuals licensed by the Board. Roster includes names and addresses of appraisers, license and certification numbers, and other related information. (One copy of roster is sent to the Department of Secretary of State, Publications Division, Annual Report of Licensing Boards File (Item 2923) annually.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 37821. LICENSED AND CERTIFIED APPRAISERS FILE.** Records concerning individuals approved by the North Carolina Appraisal Board to become licensed appraisers, certified residential appraisers, and certified general appraisers. File includes applications, correspondence, and other related records. Names and addresses of individuals, license numbers, status of appraiser, certification numbers, telephone numbers, and other related information are entered into Licensed and Certified Appraisers Database (Electronic) File (Item 37822) immediately upon receipt or notification.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 37822. LICENSED AND CERTIFIED APPRAISERS DATABASE (ELECTRONIC) FILE.** Machine readable records concerning individuals licensed by the North Carolina Appraisal Board. Electronic file includes names and addresses of individuals, license numbers, certification numbers, telephone numbers, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of magnetic disks to an offsite location for security storage. Agency representative will update routinely. Erase in office when superseded or obsolete.

**Item 37823. NORTH CAROLINA APPRAISAL BOARD MINUTES FILE.** Official minutes of the North Carolina Appraisal Board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security 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 37824. OFFICE EQUIPMENT FILE.** Records concerning office equipment purchased by or for the Board. File includes purchasing records, inventories of Board equipment, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

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**Item 37825. PAYROLL FILE.** Financial records concerning the Board's payroll. File includes payroll deduction authorization forms and other salary related records.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**Item 37826. PERSONNEL FILE.** Records concerning office personnel. File includes applications for employment, resumes, leave request 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: Retain in office permanently.

**Item 37827. POLICIES AND PROCEDURES FILE.** Reference copies of policies received from the Office of State Personnel regarding personnel related topics.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 37828. PUBLICATIONS FILE.** Publications produced by the Board. File includes "Appraise Report."

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

**Item 37829. RENEWAL FORMS FILE.** Renewal forms submitted annually by each licensed and certified appraiser. Forms include name of appraiser, business and home address of appraiser, license number, amounts paid, number of continuing education hours accrued, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**Item 37830. TEMPORARY PERMITS FILE.** Permits concerning out-of-state appraisers to do appraisals in North Carolina without being licensed or certified in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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.

## **NORTH CAROLINA APPRAISAL BOARD**

**Item 37978. REGISTERED TRAINEE APPLICATIONS FILE.** Completed applications received from individuals wanting to become certified appraisers. Applications include names and address of applicants, educational histories, work experience histories, amount of registration fees, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to Licensed and Certified Appraisers File (Item 37821) immediately after applicant's registration fee is paid and when applicant qualifies to become a certified appraiser. Destroy in office remaining records after 5 years of inactivity.

**Item 37979. SAMPLE APPRAISALS FILE.** Appraisals received from individuals during the application process of becoming a licensed appraiser, certified residential appraiser, or a certified general appraiser. Appraisals include names and addresses of landowners/buyers, descriptions of property being appraised, histories of landowners, market value evaluations, and other related data. (Comply with applicable provisions of G.S. 57A Section 0.500 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after review process for applicant is completed.