

**NORTH CAROLINA BOARD OF ARCHITECTURE**

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

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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.**

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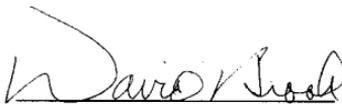
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**



Cathe M. Evans, Executive Director  
North Carolina Board of Architecture



David Brook, Director  
Division of Historical Resources



Kevin G. Montgomery, President  
North Carolina Board of Architecture

**APPROVED**



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

July 25, 2005

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## **NORTH CAROLINA BOARD OF ARCHITECTURE**

### **Item 20852. MINUTES OF THE NORTH CAROLINA BOARD OF ARCHITECTURE FILE.**

Minutes in paper and electronic formats of the North Carolina Board of Architecture. (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records, in yearly increments, to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Transfer records currently being held in the State Records Center to the custody of the Archives immediately. Transfer immediately to the custody of the Archives all security microfilm of minutes stored in the State Records Center vault.

### **Item 20854. CORRESPONDENCE FILE.** Records in paper and electronic formats of correspondence of the board. File includes notices of meetings and correspondence with the National Architectural Registration Boards and legal counsel. File also includes internal staff and legal counsel's non-substantive e-mail transmittals concerning pending legal matters; drafts; redlined versions; and reference or other copies. (Comply with applicable provisions of G.S. 132-1.1(a) regarding the confidentiality of communication between board and legal counsel.) (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic versions of internal staff and legal counsel's non-substantive e-mail transmittals concerning pending legal matters; drafts; redlined versions; and reference or other copies when administrative value ends. Print remaining electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer remaining paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center an additional 2 years and then transferred to the custody of the Archives.

### **Item 20855. APPROVED EXAMINATION APPLICATIONS FILE.** Records concerning applications to take architectural licensing examinations. File includes applications from individuals approved to take the licensing examination and the examination. Data is entered into License Information Database (Electronic) File (Item 47290) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records and 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer applications and examinations to Permanent Individual File (Item 20859) when applicant successfully completes examination. Destroy in office other applications and examinations after 7 years of inactivity.

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**Item 20857. PENDING EXAMINATION APPLICATION FILE.** Records in paper and electronic formats concerning applications to take architectural licensing examinations. File includes applications from individuals not yet approved to take the licensing examination. (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records and 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer paper records to Approved Examination Applications File (Item 20855) when applicant becomes eligible for examination. Destroy in office electronic records after 7 years.

**Item 20858. EXAMINATION STATISTICS FILE.** Board examination scores in paper and microfilm formats for each applicant taking licensing examination prior to 1996.

DISPOSITION INSTRUCTIONS: Transfer all paper records to Permanent Individual File (Item 20859), Permanently Revoked Licenses File (Item 20861), or Deceased Architects File (Item 41808), as appropriate. Destroy microfilmed records in office 15 years from date of records. Transfer immediately to the custody of the Archives all security microfilm of examination statistics stored in the State Records Center vault.

**Item 20859. PERMANENT INDIVIDUAL FILE.** Records in paper and electronic formats concerning architects registered or formerly registered by the board. File includes educational transcripts, employment histories, applications for licensure, certification information from other states, renewal histories, and other related records. Data is entered into License Information Database (Electronic) File (Item 47290) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records and 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to Permanently Revoked Licenses File (Item 20861) when architect's license is revoked or to Deceased Architects File (Item 41808) when notification of death is received.

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**Item 20860. INACTIVE REGISTRANTS FILE.** Records concerning each architect formerly registered by the board. File includes applications, transcripts, evaluations, recommendations, correspondence, and reasons for inactive designations.

DISPOSITION INSTRUCTIONS: Records transferred to Permanent Individual File (Item 20859).

**Item 20861. PERMANENTLY REVOKED LICENSES FILE.** Records concerning architects whose registrations with the board were revoked. File includes applications, transcripts of hearings, evaluations, recommendations, and correspondence. (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records and 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**Item 20862. LEDGER OF REGISTERED ARCHITECTS DATABASE (ELECTRONIC) FILE.** Electronic records concerning architects registered with the board during the period 1915-1977. Electronic file includes names of architects, records of registration, and grades for each examination period. (File maintenance and backup procedures conducted by MiraCorp.)

DISPOSITION INSTRUCTIONS: Records transferred to License Information Database (Electronic) File (Item 47290). Transfer immediately to the custody of the Archives all security microfilm of ledgers of registered architects stored in the State Records Center vault.

**Item 20863. LEDGER ON RENEWALS OF ALL REGISTERED ACTIVE ARCHITECTS FILE.** Records concerning each licensed architect. File includes each architect's name, address, registration number, renewal dates, and license fee payment record.

DISPOSITION INSTRUCTIONS: Records transferred to Permanent Individual File (Item 20859).

**Item 20864. PROFESSIONAL STANDARDS COMMITTEE CASE FILE.** Records in paper and electronic formats concerning licensed and unlicensed architects cited by the board for illegal practices or activities. File includes complaints, hearing information, correspondence, and other related records. (Comply with applicable provisions of G.S. 150B regarding the conducting of administrative hearings.) (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 25 years after case is closed.

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**Item 20865. HEARING FILE.** Records concerning annual board hearings which review allegations of illegal practices on the part of architects. File includes complaints, testimonies, hearing transcripts, findings, reprimands, and other pertinent records.

DISPOSITION INSTRUCTIONS: Records transferred to Professional Standards Committee Case File (Item 20864). Destroy security microfilm currently being held in the State Records Center 25 years from date of record.

**Item 20867. REQUESTS FOR INFORMATION FILE.** Records in paper and electronic formats concerning inquiries into licensing and registration procedures. File includes correspondence regarding architectural questions. (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 months.

**Item 20869. RULES AND BYLAWS FILE.** Reference copies of rules and bylaws in paper and electronic formats of the National Council of Architectural Registration Boards. (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

**Item 20870. STATE EXCHANGE FILE.** Records in paper and electronic formats concerning architectural rules, laws, and programs of other states. File includes correspondence, publications, and other related records. (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

**Item 40443. APPLICATION FOR RENEWAL FILE.** Applications to renew annual individual registrations. Data was formerly entered into Renewal Status Database (Electronic) File (Item 40448) and is currently entered into License Information Database (Electronic) File (Item 47290) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after renewal date.

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**Item 40444. CURRENT CORPORATIONS FILE.** Records in paper and electronic formats concerning architectural firms registered by the board. File includes correspondence, articles of incorporation, previous renewal information, and other related records. (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to Inactive Corporations File (Item 40445) when corporation fails to renew license or has its license revoked.

**Item 40445. INACTIVE CORPORATIONS FILE.** Records concerning architectural firms previously registered by the board. File includes correspondence, articles of incorporation, previous renewal information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 40447. PERSONNEL FILE.** Individual personnel file for each board employee. File contains applications, employment histories, leave information, performance evaluations, disciplinary actions and termination 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.

**Item 40448. RENEWAL STATUS DATABASE (ELECTRONIC) FILE.** Electronic records concerning the renewal status of architects licensed by the board. Electronic file includes payment histories, current addresses, examination scores, and other related data. Data was formerly entered into this database from Application for Renewal File (Item 40443). (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Records transferred to License Information Database (Electronic) File (Item 47290).

**Item 41808. DECEASED ARCHITECTS FILE.** Records concerning deceased architects formerly registered with the board. File includes educational transcripts, employment histories, certification information from other states, and other related records. (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after notification of death.

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**Item 47290. LICENSE INFORMATION DATABASE (ELECTRONIC) FILE.** Electronic records concerning license information for interested individuals, architecture firms, and licensing applicants. Electronic file includes application fees, renewal fees, status of licenses, examination scores, correspondence, and other related data. Data is entered into this database from Approved Examination Applications File (Item 20855), Ledger of Registered Architects Database (Electronic) File (Item 20862), Application for Renewal File (Item 40443), and Permanent Individual File (Item 20859), and Renewal Status Database (Electronic) File (Item 40448). (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records.) (File maintenance and backup procedures conducted by MiraComp.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**Item 47291. PENDING FIRM LICENSURE FILE.** Records concerning applications submitted by firms for licensure. File includes applications, articles of incorporation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer applications to Current Corporations File (Item 40444) when application is completed. Destroy in office incomplete applications after 2 years.

**Item 47313. PENDING RECIPROCITY APPLICATIONS FILE.** Records concerning pending receipt of information necessary to complete the licensing process. File includes applications for licensure, school transcripts, and social security numbers. (Comply with applicable provisions of 20 USCA 1232g and G.S. 115C-402 regarding confidentiality of educational records and 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer applications to Permanent Individual File (Item 20859) when completed. Destroy in office incomplete applications after 1 year.

**Item 47320. LEDGER OF REGISTERED ARCHITECTS FILE.** Records concerning architects registered with the board during the period 1915-1977. File includes names of architects, registration records, and grades for each examination period. Data has been entered into Ledger of Registered Architects Database (Electronic) File (Item 20862).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.