

NORTH CAROLINA BOARD OF ETHICS

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

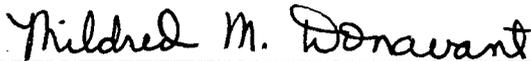
NORTH CAROLINA BOARD OF ETHICS

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

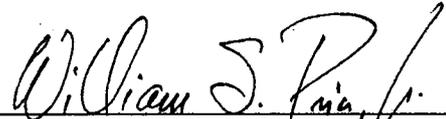
NORTH CAROLINA BOARD OF ETHICS

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 This schedule is to remain in effect until superseded.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

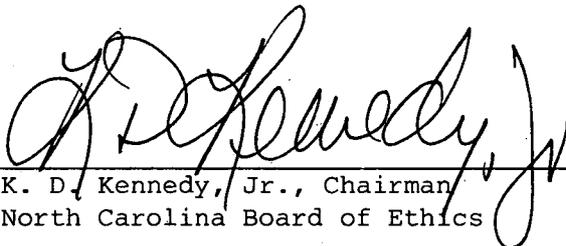


Mildred M. Donavant, Administrative Assistant  
North Carolina Board of Ethics

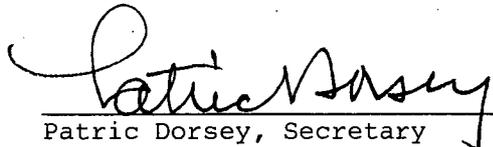


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



K. D. Kennedy, Jr., Chairman  
North Carolina Board of Ethics



Patric Dorsey, Secretary  
Department of Cultural Resources

## **NORTH CAROLINA BOARD OF ETHICS**

### **ITEM 3887. MINUTES OF THE NORTH CAROLINA BOARD OF ETHICS (OPEN SESSIONS) FILE.**

Official minutes summarizing the actions taken by the North Carolina Board of Ethics while meeting in open session.

DISPOSITION INSTRUCTIONS: Transfer copy of official, signed minutes to the State Records Center after each board meeting for security storage. Paper records will be microfilmed in the State Records Center when volume is sufficient. Microfilmed paper records will be returned to the agency. Transfer original 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.

### **ITEM 3888. MINUTES OF THE NORTH CAROLINA BOARD OF ETHICS (CLOSED SESSIONS) FILE.**

Official minutes summarizing the actions taken by the North Carolina Board of Ethics while meeting in closed session. (File concerns statements of economic interest and exceptions from these statements, advisory opinions, complaints, etc., and is considered privileged and confidential in accordance with board rules. Only the Administrative Assistant and board members may have access to these records.)

DISPOSITION INSTRUCTIONS: Transfer 1 signed copy in a sealed envelope to the State Records Center after each meeting for security storage. Transfer board copies of minutes to the State Records Center when administrative value ends. Records will be held for board in the State Records Center 10 additional years and then destroyed.

### **ITEM 3889. BOARD CORRESPONDENCE FILE.**

Correspondence and other records generated by the board. File includes correspondence with the Governor and other state officials, rules and regulations, budget and expense information, and correspondence with the public concerning complaints and requests for information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 8 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

### **ITEM 21537. STATEMENTS OF ECONOMIC INTEREST FILE.**

Questionnaires filed by individuals appointed by the Governor, individuals subject to the order and who receive \$30,000 or more annually from the state, individuals subject to undue influence as determined by the board, and individuals designated by the head of a department of state government as those individuals required to submit statements of economic interest. File includes an evaluation letter for the statements of economic interest.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

### **ITEM 21538. BOARD RULINGS FILE.**

Records concerning rulings by the board. File includes interpretive memorandums, general rulings, advisory opinions, and rulings for specific exceptions. (Names of individuals have been deleted from these records and they are open to the public.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

### **ITEM 21598. AGENDAS FILE.**

Agendas used for board meetings.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**ITEM 21599. BUDGET FILE.**

Reports prepared by the Office of Fiscal Management concerning budget-related topics for the board. File includes Agency Management Budget Reports, invoices, correspondence, Expansion Budget Request Forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.

**ITEM 21600. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE.**

Administrative and management correspondence or memorandums written and/or received by the office from the Governor and other state officials. File includes correspondence concerning public complaints.

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.

**ITEM 21601. CORRESPONDENCE AND MEMORANDUMS (OFFICE ADMINISTRATION) FILE.**

Routine correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.

**ITEM 21602. EQUIPMENT INVENTORIES FILE.**

Inventories of office equipment used by the board.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 21603. EXPENSES FILE.**

Requests for reimbursement for travel and related expenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21604. INFORMATION REQUESTS FILE.**

Requests for general information concerning the functions and purposes of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 21605. RULES AND REGULATIONS FILE.**

Official rules and regulations of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 21606. WORK FILE.**

Records concerning statements of economic interest filed by individual board members and state employees. File includes information received from other state boards and sources regarding ethical standards. File also includes reference information regarding boards, commissions, and councils concerning the various duties of these boards.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.