

NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS

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

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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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

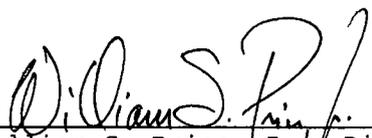
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Larry J. Ragland, Secretary-Treasurer
North Carolina Board of
Landscape Architects



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

APPROVED



John A. Broadbooks, Chairman
North Carolina Board of
Landscape Architects



Patric Dorsey, Secretary
Department of Cultural Resources

June 5, 1989

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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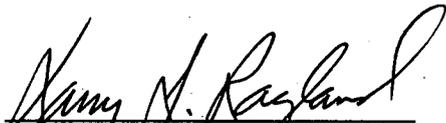
Amend the records retention and disposition schedule approved June 5, 1989 by changing the disposition instructions of Item 3320 as shown on substitute page dated August 4, 1993.

APPROVAL RECOMMENDED



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

APPROVED


Larry J. Ragland, Chairman
N.C. Board of Landscape Architects
Betty Ray McCain, Secretary
Department of Cultural Resources

August 4, 1993

HFH

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ITEM 3319. NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS MINUTES FILE.

Official minutes of the board.

DISPOSITION INSTRUCTIONS: Transfer copy of official, signed minutes after each board meeting to the State Records Center 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 3320. EXAMINATIONS FILE.

Completed examinations and tests of applicants who passed or failed each licensing examination conducted by the board. Amended 8-4-93

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently stored in the State Records Center 5 years from date received.

ITEM 21098. ASSOCIATIONS FILE.

Information concerning local, state, and national associations with which the board deals.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21099. ATTORNEY GENERAL'S OPINIONS FILE.

Legal opinions and rulings prepared by the Office of the Attorney General concerning interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 21100. BOARD OFFICIALS' CORRESPONDENCE FILE.

Administrative and management correspondence and memorandums written and/or received by office.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 21101. BOARD PUBLICATIONS FILE.

Publications prepared by the board. File includes rosters, newsletters, booklets, brochures, and other related materials.

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 21102. COMPLAINTS FILE.

Records concerning complaints regarding licensed individuals or corporations.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 21103. CONTRACTS FILE.

Contracts and supporting documents.

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.

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ITEM 21104. EDUCATIONAL FILE.

Records concerning educational programs of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21105. EQUIPMENT FILE.

Records concerning office equipment purchased for the board. File includes purchasing records, inventories of board equipment and supplies, and information regarding surplus property.

DISPOSITION INSTRUCTIONS: Destroy in office purchasing records when released from all audits. Destroy in office remaining records when superseded or obsolete.

ITEM 21106. FINANCIAL FILE.

Records concerning the board's budget and expenditures. File includes requisitions, vouchers, purchase orders, invoices, paid checks, expense reimbursement records, budget reports, bank statements, cash receipts, deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 21107. CORPORATE REGISTRATIONS (ACTIVE) FILE.

Licenses for firms, offices, or corporations that are currently registered with the board.

DISPOSITION INSTRUCTIONS: Transfer to Corporate Registrations (Inactive) File when licenses are not renewed.

ITEM 21108. CORRESPONDENCE FILE.

Correspondence between the board and the general public. File includes information concerning associations, boards, statistics, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21109. INVESTIGATIONS FILE.

Investigations of licensed individuals or associated firms for suspected violations of licensing laws or regulations. File includes court cases.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after investigation or case is closed.

ITEM 21110. LEGISLATIVE FILE.

Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21111. LICENSE APPLICATION REQUESTS FILE.

Requests for license applications.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21113. LICENSE REGISTRATION (ACTIVE) FILE.

Indexes of individuals licensed by the board.

DISPOSITION INSTRUCTIONS: Transfer to the License Registration (Inactive) File when individual's license is not renewed.

ITEM 21114. OFFICE ADMINISTRATION FILE.

Records concerning the management of the office. File includes office space and building information, office operating instructions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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ITEM 21115. POLICIES AND PROCEDURES FILE.

Official policies and procedures of the board. File includes correspondence, memorandums, rules, regulations, bylaws, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21116. REPORTS FILE.

Reports concerning the operations of the board. File includes the reports sent to board members, licensees, Attorney General, Secretary of State, and other interested parties.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 21119. SCHOOL INFORMATION FILE.

Records concerning schools that are approved to teach board-related courses.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21120. CORPORATE REGISTRATIONS (INACTIVE) FILE.

Records concerning corporations that have not renewed their license.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 21121. INACTIVE APPLICANTS FILE.

Applications of individuals who did not take the examination or did not finish the examination.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21264. LICENSE REGISTRATION (INACTIVE) FILE.

Records concerning individuals who have not renewed their licenses. (Licenses may be designated inactive due to an individual's retirement or death, revocation by the board, or suspension by the board.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.