NORTH CAROLINA BOARD OF REGISTERED PRACTICING COUNSELORS

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 Registered Practicing Counselors

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 This schedule is to remain in effect until superseded.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

Don C Locke

Dr. Don C. Locke, Executive Director
N.C. Board of Registered Practicing Counselors

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

January 17, 1990

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Item 28687. REVOKED LICENSES FILE. Records concerning individuals or firms whose licenses have been revoked by the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 28675. EXAMINATIONS PRINTOUTS (PASSED) FILE. Examination results of applicants who passed the licensing examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28679. LEGISLATIVE FILE. Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 28671. CONTRACTS AND AGREEMENTS FILE. Contracts and agreements with consultants, vendors, and other organizations concerning services, equipment, and other obligations.

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 28677. FIRM REGISTRATIONS FILE. Licenses for firms, offices, or corporations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 28673. ETHICAL COMPLAINTS FILE. Records concerning complaints against licensed individuals or associated firms.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after case is closed.

Item 28678. INVESTIGATIONS FILE. Investigations of licensed individuals or associated firms for suspected violations of licensing laws or regulations. File includes court case records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after investigation of case is closed.

Item 28670. BOARD PUBLICATIONS FILE. Publications prepared by the board. File includes 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 28674. EXAMINATIONS PRINTOUTS (FAILED) FILE. Examination results of applicants who failed the licensing examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28672. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE. Routine correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28676. FINANCIAL FILE. Records concerning board 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 28666. ASSOCIATIONS FILE. Records concerning local, state, and national associations with which the board deals.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 28669. BOARD OFFICIALS' CORRESPONDENCE FILE. Correspondence concerning the implementation of board's policies. File includes correspondence of the board, executive secretary, or director.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 28667. ATTORNEY GENERAL'S OPINIONS FILE. Legal opinions and rulings prepared by the Office of the Attorney General regarding interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 28682. LICENSEES' REGISTRATION (INACTIVE) FILE. Records concerning individuals and/or firms who have failed to renew their licenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 28686. RETIRED AND DECEASED LICENSEES' FILE. Records concerning individuals who have retired or died.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28684. OFFICE EQUIPMENT FILE. Records concerning office equipment purchased for or by the board. File includes service contracts, purchasing records, inventories of board equipment and supplies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office service contracts and purchasing records after disposition of equipment and when released from all audits, whichever occurs later. Destroy in office inventory lists when superseded. Destroy in office remaining records when superseded or obsolete.

Item 28680. LICENSE APPLICATION REQUESTS FILE. Requests for license applications.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 28688. UNSUCCESSFUL APPLICANTS FILE. Applications of individuals who either did not take or did not finish the licensing examination administered by the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 28689. WORD PROCESSING (ELECTRONIC) FILE. Machine readable records concerning the administration and management of the office. Recorded data includes correspondence, mailing lists, various reports, brochures, publications, form letters, and other related records.

DISPOSITION INSTRUCTIONS: Return source documents to originating personnel after data is recorded on tape/floppy disk. Erase or update recorded information when administrative value ends. Destroy systems documentation when administrative value ends. (Backup security copies should be made routinely for all electronic records and stored in a safe location and used only in case of emergency.)

Item 28681. LICENSEES' REGISTRATION (ACTIVE) FILE. Records concerning registration materials required by the board for currently licensed individuals or firms. File includes registration forms, renewal notices, examination scores, references, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Licensees' Registration (Inactive) File when individual or firm fails to renew license, or to Retired and Deceased Licensees' File when individual retires or dies, or to Revoked Licenses File when license is revoked by the board.

Item 28685. PAYROLL FILE. Financial records concerning the board's payroll.

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

Item 28683. MINUTES FILE. Official minutes of the North Carolina Board of Registered Practicing Counselors.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives 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.