

NORTH CAROLINA EDUCATION LOTTERY COMMISSION
NORTH CAROLINA EDUCATION LOTTERY
LEGISLATIVE AND CORPORATE COMMUNICATIONS

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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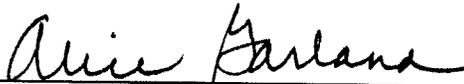
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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.**

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 This schedule is to remain in effect until superseded.

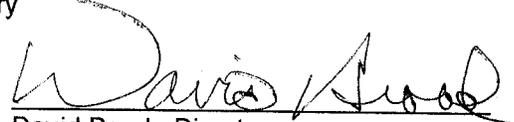
APPROVAL RECOMMENDED



Alice Garland, Chief Records Officer
North Carolina Education Lottery



Tom Shaheen, Executive Director
North Carolina Education Lottery

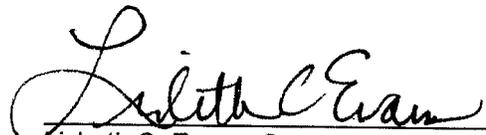


David Brook, Director
Division of Historical Resources

APPROVED



John McArthur, Chairman
North Carolina Education Lottery Commission



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 13, 2006

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**NORTH CAROLINA EDUCATION LOTTERY COMMISSION
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ITEM 47594. SPEECHES FILE.

Records in paper and electronic formats of speeches given by the executive director and staff. DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center for 2 additional years and then transferred to the custody of the Archives. Transfer electronic records after 3 years to the State Records Center for immediate transfer to the custody of the Archives. Contact a state agency analyst in the Government Records Branch before transferring electronic records.

ITEM 47596. LOTTERY PROGRAM FILE.

Records in paper and electronic formats concerning the administration of the North Carolina Education Lottery. File includes correspondence, notebooks, reports, studies, and other related records. (Comply with applicable provisions of G.S. 132-1.2 regarding the confidentiality of business or technical information that gains value from not being readily known and G.S. 105-259 regarding the confidentiality of tax information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

ITEM 47597. OFFICE NOTES FILE.

Notes in paper and electronic formats created or received by the Deputy Executive Director and office staff. (Comply with applicable provisions of G.S. 132-1.2 regarding the confidentiality of business or technical information that gains value from not being readily known, G.S. 105-259 regarding confidentiality of tax information, and G.S. 132-6 regarding confidentiality of records containing information on industry projects.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 47599. LEGISLATIVE CORRESPONDENCE FILE.

Correspondence in paper and electronic formats between the General Assembly and the Commission concerning proposed legislation. File includes reference copies of drafts of bills and ratified acts, notes, summaries, legislative reports, and other related records.

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

ITEM 47602. HISTORY FILE.

Records in paper and electronic formats concerning items with historical value that document the history of the North Carolina Education Lottery. File includes newspaper clippings, published articles, sample lottery tickets, representative sample of lottery advertisements, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives. Transfer electronic records after 3 years to the State Records Center for immediate transfer to the custody of the Archives. Contact a state agency analyst at the Government Records Branch before transferring electronic records.

ITEM 47699. GENERAL CORRESPONDENCE FILE.

Records in paper and electronic formats of non-routine correspondence to and from the public.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives. Transfer electronic records after 3 years to the State Records Center for immediate transfer to the custody of the Archives. Contact a state agency analyst at the Government Records Branch before transferring electronic records.