

NORTH CAROLINA LANDSCAPE CONTRACTORS' REGISTRATION BOARD

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 This schedule is to remain in effect until superseded.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



Lanny Thomas, Secretary-Treasurer
North Carolina Landscape Contractors'
Registration Board



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

APPROVED



Roger S. Braswell, Chairman
North Carolina Landscape Contractors'
Registration Board



Patric Dorsey, Secretary
Department of Cultural Resources

June 5, 1989

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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved June 5, 1989, by amending the description and disposition instructions to Item 21974, as shown on the included replacement page. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Calvin M. Kirven, Executive Administrator
North Carolina Landscape Contractors'
Registration Board



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Robert Scott Makey, Chairman
North Carolina Landscape Contractors'
Registration Board



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 21962. NORTH CAROLINA LANDSCAPE CONTRACTORS' REGISTRATION BOARD MINUTES FILE

Official minutes of the North Carolina Landscape Contractors' Registration Board.

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.

ITEM 21963. 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 21964. CORRESPONDENCE FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21965. POLICIES AND PROCEDURES FILE

Records concerning the official policies and procedures of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21966. REGISTRATION APPLICATION REQUESTS FILE

Requests for registration applications.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21967. EXAMINATIONS FILE

Completed examinations and tests of applicants who passed or failed each licensing examination.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 months. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 21968. INACTIVE APPLICANTS FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21969. REGISTRATIONS (ACTIVE) FILE

Indexes of individuals registered by the board.

DISPOSITION INSTRUCTIONS: Transfer to Registrations (Inactive) File when individuals fail to renew their registrations with the board.

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ITEM 21971. AUDIT REPORTS FILE

Official audit reports for the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 21974. REGISTRATIONS (INACTIVE) FILE

Records concerning individuals who have failed to renew their registrations with the board. (Registrations may be designated inactive due to an individual's failure to renew their registrations within 5 years of expiration, retirement or death, revocation by the board, or suspension by the board.) Amended 7-31-2015.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 21975. COMPLAINTS FILE

Records concerning complaints regarding registered individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 21976. INVESTIGATIONS FILE

Investigations of registered individuals 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 21977. 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 21978. 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 21979. LEGISLATIVE FILE

Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21980. ASSOCIATIONS FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 21981. EDUCATIONAL FILE

Records concerning the educational programs of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21982. SCHOOL INFORMATION FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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ITEM 21983. EQUIPMENT FILE

Records concerning office equipment purchases made by or 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 after disposition of equipment and when released from all audits. Destroy in office remaining records when superseded or obsolete.

ITEM 21984. FINANCIAL FILE

Records concerning board budgets 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 21985. CONTRACTS FILE

Contractual agreements 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.

ITEM 21986. 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 21987. OFFICE ADMINISTRATION FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.