

NORTH CAROLINA STATE BOARD OF REGISTRATION FOR FORESTERS

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

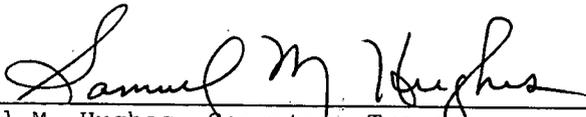
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition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

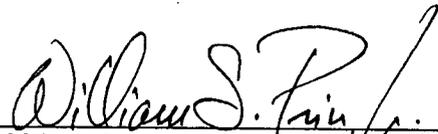
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

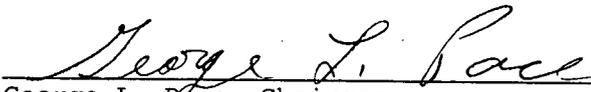


Samuel M. Hughes, Secretary-Treasurer
N.C. State Board of Registration for Foresters

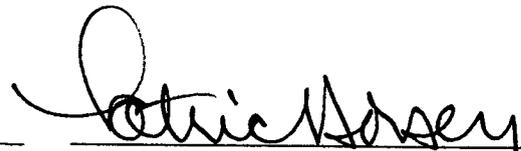


William S. Price, Jr., Director
Division of Archives and History

APPROVED



George L. Pace, Chairman
N.C. State Board of Registration for Foresters



Patric Dorsey, Secretary
Department of Cultural Resources

November 8, 1989

HFH

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Item 4012. NORTH CAROLINA STATE BOARD OF REGISTRATION FOR FORESTERS MINUTES FILE. Official minutes of the licensing 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 28082. REVOKED LICENSES FILE. Records concerning individuals whose licenses have been revoked.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 15 additional years and then destroyed.

Item 28080. POLICIES AND PROCEDURES FILE. Official policies and procedures of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 28084. UNSUCCESSFUL APPLICANTS FILE. Applications of individuals who did not satisfactorily meet the minimum requirements required to be registered with the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 28081. REJECTED LICENSEES FILE. Records concerning applicants whose application for licensure was rejected.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 28083. SUSPENDED LICENSES FILE. Records concerning individuals whose licenses have been suspended.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 15 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 28067. BOARD PUBLICATIONS FILE. Publications prepared by the board. File includes newsletters, booklets, brochures, and other related records.

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.

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Item 28069. CONTRACTS AND AGREEMENTS FILE. Contracts and agreements with 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 28065. 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 28066. BOARD OFFICIALS' CORRESPONDENCE FILE. Correspondence concerning the implementation of board's policies. File includes correspondence of the board, chairman, vice-chairman, and secretary-treasurer.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 28064. ASSOCIATIONS FILE. Records concerning local, state, and national associations with which the board deals.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 28068. COMPLAINTS FILE. Records concerning complaints involving licensed individuals and associated firms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 28071. DECEASED LICENSEES FILE. Records concerning licensed individuals who have died.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28079. LICENSEES REGISTRATION FILE. Indexes of individuals licensed by the board.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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Item 28075. 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 28073. EXAMINATIONS (FAILED) FILE. Completed examinations and tests of applicants who failed the licensing examination administered by the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

Item 28077. LAPSED LICENSEES FILE. Records concerning individuals whose licenses have lapsed.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28074. EXAMINATIONS (PASSED) FILE. Completed examinations and tests of applicants who passed the licensing examination administered by the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28078. LEGISLATIVE FILE. Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 28070. 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 3 years.

Item 28076. INVESTIGATIONS FILE. Investigations of licensed individuals or associated firms for suspected violations of licensing laws or regulations. File includes court case records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after investigation or case is closed. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

Item 28072. EXAMINATIONS FILE. Records concerning applicants registered to take the licensing examination. File includes rosters of applicants scheduled to take examination, announcements of scheduled examinations, and results of each examination.

DISPOSITION INSTRUCTIONS: Destroy in office rosters of applicants after 5 years. Destroy in office announcements when superseded or obsolete. Destroy in office results of examinations after 10 years.