

NORTH CAROLINA SUPREME COURT  
SUPREME COURT LIBRARY

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

SUPREME COURT LIBRARY

do not and will not have further official use of 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

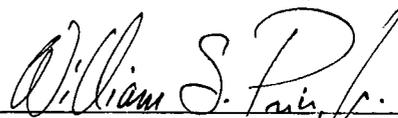
SUPREME COURT LIBRARY

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Frances H. Hall, Librarian  
Supreme Court Library

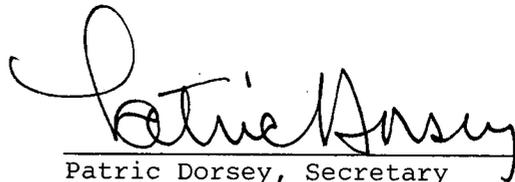


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



James G. Exum, Jr., Chief Justice  
North Carolina Supreme Court



Patric Dorsey, Secretary  
Department of Cultural Resources

March 4, 1988

MCC

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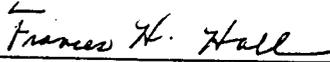
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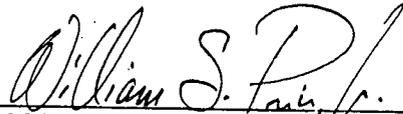
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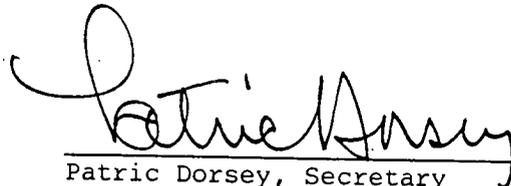


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This schedule was modified to  
comply with the provisions of the  
*General Schedule for State Agency Records*,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

MCC

**NORTH CAROLINA SUPREME COURT  
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**ITEM 16151. LIBRARY CORRESPONDENCE FILE.**

Correspondence concerning the Supreme Court Library. File pertains to requests for information, Supreme Court Library Committee, publishers, and various other services provided by the Supreme Court Library.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16152. BOOK ORDERS CORRESPONDENCE FILE.**

Correspondence concerning the ordering and acquisition of books for the Supreme Court Library.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16154. EXCHANGE FILE.**

Records concerning the exchange of legal materials with other states.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16156. MANUSCRIPTS AND REPORTS FILE.**

Records concerning manuscripts and reports prepared by former chief justices. File includes biographical data, constitution reports, library reports, and various other documents pertaining to the North Carolina Supreme Court.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 16157. PHOTOCOPY SERVICES FILE.**

Records concerning invoices for photocopies of materials provided at public request.

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

**ITEM 16158. MONTHLY STATISTICAL SUMMARY FILE.**

Statistical data concerning the operation of the Supreme Court Library. Information includes number of items cataloged, received, checked in, and photocopied.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16159. REQUISITIONS FILE.**

Requisitions for supplies and equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16160. CERTIFIED PHOTOCOPY FILE.**

Certified copies of legal materials maintained in the Supreme Court Library.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16164. PORTRAIT PRESENTATION CEREMONY FILE.**

Records concerning the presentation of portraits of members of the North Carolina Supreme Court.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16165. REQUESTS FROM PRISONERS FILE.**

Correspondence from prisoners requesting a photocopy of legal materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**ITEM 16169. ORIENTATION MATERIAL FILE.**

Orientation material used to acquaint researchers with proper procedures in using the library.  
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 16170. RESEARCH ASSISTANT'S DIRECTORY FILE.**

Correspondence concerning the updating of the Supreme Court Library directories.  
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 16171. JUSTICES SWEARING-IN FILE.**

Correspondence concerning the official swearing-in of North Carolina Supreme Court Justices. File includes ceremony information and dignitaries' remarks.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

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