

OFFICE OF THE GOVERNOR  
ADMINISTRATION  
BOARDS AND COMMISSIONS

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

BOARDS AND COMMISSIONS

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.

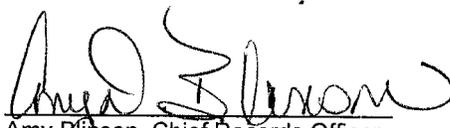
The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies that will be approved by the Department of Cultural Resources. The policy will specify how long those records must be retained, and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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

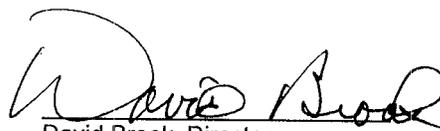
BOARDS AND COMMISSIONS

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

  
Amy Blinson, Chief Records Officer  
Office of the Governor

  
Jackie Kohler, Director  
Boards and Commissions

  
David Brook, Director  
Division of Historical Resources

APPROVED

  
Beverly Eaves Perdue  
Governor

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

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BOARDS AND COMMISSIONS

**ITEM 48944. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including email, concerning section goals and objectives. File includes memoranda and correspondence received from and sent to the governor, other officials within the department, and state and federal agencies concerning the administration and management of the section.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including email, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 3918. BOARDS AND COMMISSIONS PERMANENT FILE.** Records in paper and electronic formats, including email, concerning appointments to boards and commissions. File includes letters of appointment, correspondence, biographical summaries, oaths of office, letters of recommendation, letters of resignations, and other related records. (Comply with applicable provisions of G.S. 126. 23-24 regarding the confidentiality of letters of recommendation.)

DISPOSITION INSTRUCTIONS: Print electronic records, including email, and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center 2 years after end of appointee's term for immediate transfer to the custody of the Archives.

**ITEM 34139. RECOMMENDATIONS FOR APPOINTMENTS FILE.** Records in paper and electronic formats, including email, concerning individuals recommended to serve on boards and commissions. File may include applications for appointment, resumes, letters of recommendation, correspondence, and other related records. Names and addresses of selected individuals, and other related data are entered into Board and Commissions Database (Electronic) File (Item 34141). (Comply with applicable provisions of G.S. 126. 23-24 regarding the confidentiality of letters of recommendation.)

DISPOSITION INSTRUCTIONS: Print electronic records, including email, and interfile with related paper records. Destroy in office paper and electronic records including email for non-selected candidates when administrative value ends. Transfer remaining records (selected candidates) to the Boards and Commissions Permanent File (Item 3918) when appointment is finalized.

**ITEM 47727. CORRESPONDENCE (NOT APPOINTMENT-RELATED) FILE.** Records in paper and electronic format, including email, concerning general correspondence that may be related to the Governor's appointment process for boards and commission members. File includes citizen complaints and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records, including email, when administrative value ends.

**OFFICE OF THE GOVERNOR  
ADMINISTRATION  
BOARDS AND COMMISSIONS**

**ITEM 34141. BOARDS AND COMMISSIONS DATABASE (ELECTRONIC) FILE.** Electronic records concerning the Governor's appointments to boards and commissions. Electronic file includes names and addresses of individuals, dates of service, position title, and other related data.

**DISPOSITION INSTRUCTIONS:** Update in office routinely. Retain in office permanently.