

**OFFICE OF THE GOVERNOR
ADMINISTRATION
COMMUNITY AND CITIZEN SERVICES**

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

Community and Citizen Services Office

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**

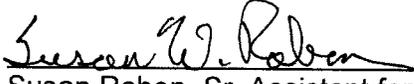
Community and Citizen Services Office

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 This schedule is to remain in effect until superseded.

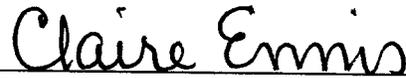
APPROVAL RECOMMENDED



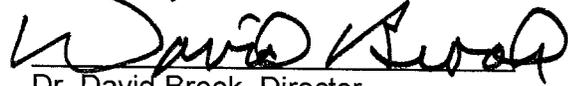
Amy Blinson, Chief Records Officer
Office of the Governor



Susan Rabon, Sr. Assistant for Administration
Office of the Governor

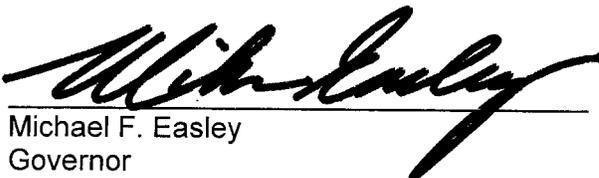


Claire Ennis, Director
Community and Citizen Services



Dr. David Brook, Director
Division of Historical Resources

APPROVED



Michael F. Easley
Governor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

9/19/2007

CSB

**OFFICE OF THE GOVERNOR
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ITEM 33959. PROCLAMATIONS (ELECTRONIC) FILE. Records received in paper and electronic format concerning proclamations issued for organizations by the Governor. File includes original request copies of proclamations and other related records. (Comply with the applicable provisions of USC Sec. 552a regarding the confidentiality of records maintained on individuals [Social Security numbers].)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Mail Tracking Database (and Issues) File (Item 34904).

Item 34900. AUDIT REPORTS (ELECTRONIC) FILE. Reference copies of audit reports received annually from the Office of State Auditor concerning state agency audits.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Mail Tracking Database (and Issues) File (Item 34904).

Item 34901. GOVERNOR'S REWARDS (ELECTRONIC) FILE. Records concerning rewards posted by the Governor concerning crimes (usually murder cases). File includes original proclamations by the Governor and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Mail Tracking Database (and Issues) File (Item 34904).

Item 34903. ISSUES FILE. Records dated prior to 2005 concern the core functions of the office including correspondence, proclamations, governor's rewards, and certificate requests. Records dated after 2005 consist solely of correspondence (received in paper format). (Comply with the applicable provisions of USC Sec. 552a regarding the confidentiality of records maintained on individuals [Social Security numbers].)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Mail Tracking Database (and Issues) File (Item 34904).

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Item 34904. MAIL TRACKING DATABASE (AND ISSUES) FILE. Records in paper and electronic formats concerning all mail and courtesy copies of records received by the Office of the Governor and routed to appropriate departments or state agencies. Information includes names and addresses, brief descriptions of incoming mail, assigned issue keywords, state agency identification code numbers, and other related data. Database currently also includes scanned material for the following items: Proclamations (Electronic) File (formerly Item 33959), Governor's Rewards (Electronic) File (formerly Item 34901), Issues File (formerly Item 34903), Certificate Request (Electronic) File (formerly Item 34905), and Audit Reports (Electronic) File (formerly Item 34900). (Comply with the applicable provisions of USC Sec. 552a regarding the confidentiality of records maintained on individuals [Social Security numbers].)

DISPOSITION INSTRUCTIONS: Transfer all un-scanned paper records dated prior to May 15, 2006 to the State Records Center after one year for immediate transfer to the custody of the Archives. Redact confidential information before scanning paper records. Scan paper records in accordance with established state guidelines. Once quality assurance tests have been completed, destroy paper records in office. Transfer copy of electronic records and system description to the State Records Center at 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 electronic records.

Item 34905. CERTIFICATE REQUEST (ELECTRONIC) FILE. Request forms (initially received in paper format) concerning certificates awarded to individuals for appreciation of service. Information includes names of recipients of the Long Leaf Pine Award, Honorary Tar Heel Award, Governor's Certificate of Appreciation, Volunteer Certificate of Appreciation, Old North State Award, and the Laurel Wreath Award. File also includes copy of certificate. (Comply with the applicable provisions of USC Sec. 552a regarding the confidentiality of records maintained on individuals [Social Security numbers].)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Mail Tracking Database (and Issues) File (Item 34904).

Item 46104. ISSUES E-MAIL CORRESPONDENCE (ELECTRONIC) FILE.

Correspondence received in electronic format (email) addressed to the Governor. For correspondence initially received in paper format, see Community and Citizen Services Mail Tracking Database (and Issues) File (Item 34904).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center biannually in six-month increments for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of electronic records.