

OFFICE OF THE GOVERNOR  
ADMINISTRATION  
EXECUTIVE MANSION

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

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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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The**

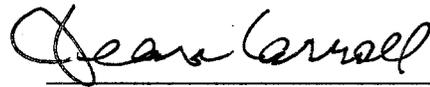
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

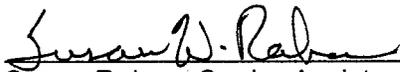
**APPROVAL RECOMMENDED**



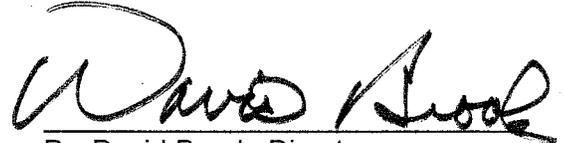
Amy Blinson, Chief Records Officer  
Office of the Governor



Jean Carroll, Residence Director  
Executive Mansion



Susan Rabon, Senior Assistant for Administration  
Office of the Governor



Dr. David Brook, Director  
Division of Historical Resources

**APPROVED**



Michael F. Easley  
Governor



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

08/04/2007

CSB

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**Item 34568. EXECUTIVE MANSION CORRESPONDENCE FILE.** Correspondence in paper and electronic formats written to and received from staff members of the Executive Mansion.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records when reference value ends, but no later than the end of the Governor's administration, to the State Records Center for immediate transfer to the custody of the Archives.

**Item 34947. FIRST LADY DONATIONS REPORTS FILE.** Records in paper and electronic formats concerning listings of donations and gifts to the First Lady. File includes any lists, if created, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

**Item 34950. INAUGURAL BALL FILE.** Records in paper and electronic formats concerning events celebrating the inauguration of the Governor. File includes lists of invitees, descriptions of the First Lady's gown, and copies of Inaugural Ball publications. (The Ball is sponsored by the Junior League.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records when reference value ends, but no later than the end of the Governor's administration, to the State Records Center for immediate transfer to the custody of the Archives. In accordance with Item G33 of the General Schedule for State Agency Records, transfer 10 or more copies of publications to the State Documents Clearinghouse, State Library of North Carolina.

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**Item 34951. FIRST LADY INITIATIVES FILE.** Records in paper and electronic formats concerning initiatives of North Carolina's First Lady. File includes newspaper clippings, photographs of the First Lady, newsletters, and correspondence

DISPOSITION INSTRUCTIONS: Transfer digitally stored photographs to the State Records Center for immediate transfer to the custody of the Archives. Contact an Archivist at the Government Records Branch prior to the transfer of electronic records. For remaining records, print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records when reference value ends, but no later than the end of the Governor's administration, to the State Records Center for immediate transfer to the custody of the Archives.

**Item 34952. SPEECHES FILE.** Records in paper and electronic formats concerning speeches given by the First Lady.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and Records transferred to Executive Mansion, First Lady Events File (Item 46010).

**Item 46010. FIRST LADY EVENTS FILE.** Records in paper and electronic formats concerning events attended by the First Lady. File includes correspondence, invitations, checklists, lists of invitees, speeches made by the First Lady, special initiatives, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records when reference value ends, but no later than the end of the Governor's administration, to the State Records Center for immediate transfer to the custody of the Archives.

**Item 46011. SECURITY BACKUPS (ELECTRONIC) FILE.** Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**Item 47976 EXECUTIVE MANSION FINE ARTS COMMITTEE MINUTES FILE.**

Records concerning meetings of the Executive Mansion Fine Arts Committee, which advises the Department of Cultural Resources and the Office of the Governor on the preservation needs and related issues concerning the Executive Mansion. File includes minutes of the Executive Mansion Fine Arts Committee and other related records.

DISPOSITION INSTRUCTIONS: Transfer minutes and related records when reference value ends, but no later than the end of the Governor's administration, to the State Records Center for immediate transfer to the custody of the Archives. See also Item 47710, Department of Cultural Resources, Office of the Secretary, Secretary's Office.