

OFFICE OF THE GOVERNOR
ADMINISTRATION
GOVERNOR'S SCHEDULING OFFICE

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.

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. The policy will specify how long those records must be retained and when they must be destroyed.

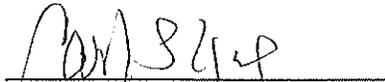
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than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

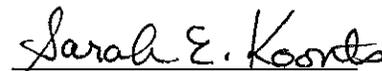
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

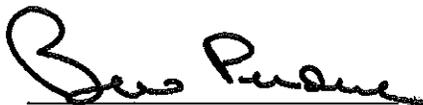
APPROVAL RECOMMENDED

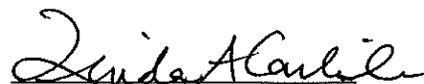

Amy Blinson, Chief Records Officer
Office of the Governor


Carol Young, Scheduler
Governor's Scheduling Office


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APPROVED


Beverly Eaves Perdue
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ITEM 33947. GOVERNOR'S DAILY AND MONTHLY SCHEDULE FILE. Records concerning schedules listing public and private events attended by the Governor. Schedules list dates, times, locations, and other related data and records regarding each event. (Comply with the applicable restrictions of G.S. 132-1.7 concerning sensitive public security information.)

DISPOSITION INSTRUCTIONS: Transfer records when administrative 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 34138. SCHEDULING SPREADSHEET (ELECTRONIC) FILE. Electronic records concerning events, appointments, and meetings involving the Governor. Electronic file includes name of requestor, event, times, locations, recommendations and other related data. (Comply with the applicable restrictions of G.S. 132-1.7 concerning safety of governmental personnel.)

DISPOSITION INSTRUCTIONS: Transfer electronic records when administrative 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. Contact the Electronic Records Branch prior to the transfer of any electronic records.

ITEM 34135. INVITATIONS (ACCEPTED) FILE. Records in paper and electronic formats, including email, concerning the scheduling of the Governor's accepted activities. File includes itineraries, schedules of events, event briefings, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including email, and interfile with related paper records. 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 electronic versions of records which were printed and filed when reference value ends. Transfer paper records after 1 year, 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.

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ITEM 34136. INVITATIONS (DECLINED) FILE. Records in paper and electronic formats, including email, concerning invitations and requests to the Governor declined by the Governor's Office. File includes invitations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including email, and interfile with related paper records. 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 electronic versions of records which were printed and filed when reference value ends. Transfer paper records after 1 year, 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 50157. INVITATIONS PENDING (COUNTY FOLDER) FILE. Records in paper and electronic formats, including email, concerning invitations and requests to the Governor that are non-date specific. File includes invitations, correspondence, and other related records. Records are kept in the corresponding county for possible acceptance when Governor visits county.

DISPOSITION INSTRUCTIONS: Print electronic records, including email, and interfile with related paper records. 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 electronic versions of records which were printed and filed when reference value ends. Transfer paper records after 1 year, 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.