

OFFICE OF THE GOVERNOR  
ADMINISTRATION  
LEGISLATIVE AFFAIRS

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 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**

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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.

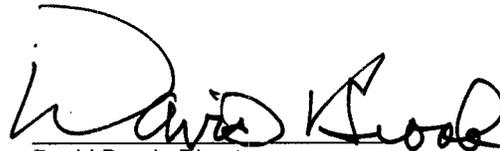
APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer  
Office of the Governor

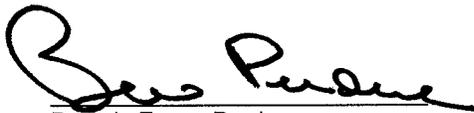


Courtney Crowder, Director  
Legislative Affairs

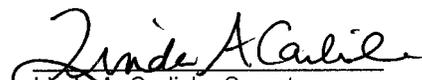


David Brook, Director  
Division of Historical Resources

APPROVED



Beverly Eaves Perdue  
Governor



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 48928. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including email, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the Office, 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 34529. DEPARTMENTAL FILE.** Records in paper and electronic formats, including email, concerning proposed legislation affecting various state agencies. File includes mailing lists, reference copies of bulk mailing materials, lists of legislative liaisons, budgetary reports, and other related records. File may also include correspondence, memorandums, and briefs to and from various departments in state government.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including email, to Administration, Office of Constituent Services, Mail Tracking Database (and Issues) File (Item 34904). Destroy remaining records in office when reference value ends.

**ITEM 34534. LEGISLATIVE FILE.** Reference copies of records concerning proposed legislation affecting various state agencies. File includes mailing lists, reference copies of bulk mailing materials, lists of legislative liaisons, and final reports from each legislative liaison regarding their legislative initiative for each session of the General Assembly. File also includes special session reports, budgetary reports, biographical data regarding lobbyists, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Departmental File (Item 34529).

**ITEM 34539. SPECIAL PROJECTS FILE.** Records concerning special projects administered by the office. File includes correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records to Director's Correspondence File, Item 48928.

**ITEM 47163. LEGISLATIVE BILL SUMMARIES FILE.** Summaries of bills passed by legislature prepared by Legislative Affairs staff requiring the Governor's signature. File includes bill summary and agency analysis.

DISPOSITION INSTRUCTIONS: Transfer 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.

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**ITEM 21903. COUNCIL OF STATE GOVERNMENTS FILE.** Records in paper and electronic formats, including email, concerning the Council of State Governments. File includes correspondence, meeting notes, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records, including email, for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including email, to the State Records Center after 2 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.