OFFICE OF THE GOVERNOR
ADMINISTRATION
MILITARY 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

"MILITARY AFFAIRS"

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

Michael Alexander, Military Affairs Advisor
Military Affairs

David Brook, Director
Division of Historical Resources

APPROVED

Beverly Eaves Perdue
Governor

Linda A. Carlisle, Secretary
Department of Cultural Resources

January 5, 2010

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OFFICE OF THE GOVERNOR
ADMINISTRATION
MILITARY AFFAIRS

ITEM 48690. 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 other state and federal agencies concerning the administration and management of the section. (Comply with applicable provisions of G.S. 132.1.2, 132-1.7, and 132-1.11 concerning confidentiality of the records.)

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 45875. CASES FILE. Records in paper and electronic formats, including email, concerning cases administered by the Governor's Military Advisor. File includes correspondence, memorandums and other related records.

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 45876. MILITARY BASES FILE. Records in paper and electronic formats, including email, concerning activities pertinent to each of North Carolina's military bases, such as those that concern the Base Realignment and Closure Commission. File includes correspondence, memorandums and other related records.

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 45956. MILITARY ISSUES FILE. Records in paper and electronic formats, including email, concerning military issues, the Governor's Military Advisory Committee, and the North Carolina Advisory Commission on Military Affairs. File includes correspondence, reports, policies, and other related records.

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.