

OFFICE OF THE GOVERNOR
ADMINISTRATION
OFFICE OF CONSTITUENT 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

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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 Blihsen, Chief Records Officer
Office of the Governor

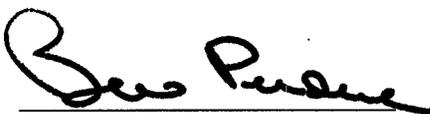


Debra De Camillis, Director
Office of Constituent Services

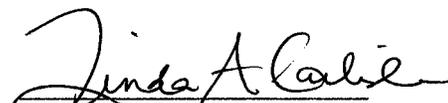


David Brook, Director
Division of Historical Resources

APPROVED



Beverly Eaves Perdue
Governor



Linda A. Carlisle, Secretary
Department of Cultural Resources

**OFFICE OF THE GOVERNOR
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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 or initiated under the Governor's signature and routed to appropriate departments or state agencies. File includes correspondence concerning initiatives by the Governor. Information includes names and addresses, brief descriptions of incoming mail, assigned issue keywords, state agency identification code numbers, and other related data. Database currently includes scanned material for the following: proclamations, governor's rewards, certificate request, audit reports and Issues E-mail Correspondence File (formerly Item 46104). (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 46104. ISSUES E-MAIL CORRESPONDENCE (ELECTRONIC) FILE. Correspondence received in electronic format (email) addressed to the Office of the Governor to be processed by the Office of Constituent Services. For correspondence initially received in paper format, see Office of Constituent 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.