

OFFICE OF THE GOVERNOR
ADMINISTRATION
CAPITOL STAFF

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

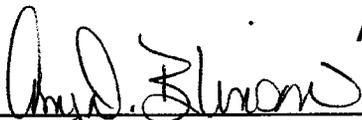
Capitol Staff

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**

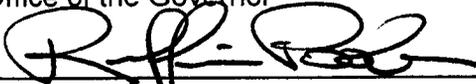
Capitol Staff

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 This schedule is to remain in effect until superseded.

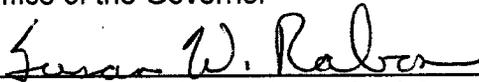
APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer
Office of the Governor



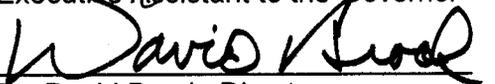
Ruffin Poole, Executive Counsel
Office of the Governor



Susan Rabon, Sr. Assistant for Administration
Office of the Governor



Beverly J. Walker
Executive Assistant to the Governor



Dr. David Brook, Director
Division of Historical Resources

APPROVED



Michael F. Easley
Governor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

02/22/07

CSB

**OFFICE OF THE GOVERNOR
CAPITOL STAFF
EXECUTIVE ADMINISTRATIVE ASSISTANT**

Item 33946. Gifts File. Records in paper and electronic formats concerning individuals and companies who have given gifts to the Governor. File includes any lists, if created, and correspondence. (Note: reports of gifts to an individual valued to be worth more than \$200 are required to be filed with the North Carolina Board of Ethics and reports of gifts from any source having business with or regulated by the state valued to be worth more than \$100.00 are required to be filed with the North Carolina Board of Ethics.)

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

Item 33947. Governor's Daily Schedule File. Reference schedules listing public and private events attended by the Governor. Schedules list dates, times, locations, attendees, and other related data regarding each event. (File is printed from the External Scheduling, Scheduling Database (Electronic) File (Item 34138).) (Comply with the applicable restrictions of G.S. 132-1.7 concerning sensitive public security information.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 33951. Photographs File. Photographs received or taken by the office.

DISPOSITION INSTRUCTIONS: Transfer to the Press Office, Photographs File (Item 34035) upon receipt.

Item 33952. Subject (Issues) File. Reference information in paper and electronic formats concerning various state-related issues. File includes reports, correspondence, and other related records.

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

Item 34543. General Correspondence File. Reference copies of correspondence which was brought to the Governor's attention.

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

**OFFICE OF THE GOVERNOR
CAPITOL STAFF
EXECUTIVE ADMINISTRATIVE ASSISTANT**

Item 34564. Council of State Correspondence File. Administrative and management correspondence in paper and electronic formats written to and received from the Council of State. File also includes memoranda, agendas, and reports prepared by Council of State members.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Governmental Affairs, Governor's Legal Counsel (Item 34564).

Item 34586. Universities File. Reference copies of records concerning the Office of the Governor's affiliation with various universities. File includes correspondence, newsletters, reports, and other related records.

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

**OFFICE OF THE GOVERNOR
CAPITOL STAFF
EXTERNAL SCHEDULING**

Item 34135. Invitations (Accepted) File. Records in paper and electronic formats 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 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 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 34136. Invitations (Declined) File. Records in paper and electronic formats 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 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 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 34137. Invitations (Pending) File. Invitations received by the Governor for consideration. File includes invitations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to either Item 34135 Invitations (Accepted) File, or Item 34136 Invitations (Declined) File.

Item 34138. Scheduling Database (Electronic) File. Electronic records concerning events, appointments, and meetings involving the Governor. Electronic file includes times, locations, names of attendees, and other related data. Electronic file also includes projected schedules. (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 Unit prior to the transfer of any electronic records.