OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING
PLANNING SECTION

Records Retention and Disposition Schedule

The 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

PLANNING SECTION

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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

PLANNING SECTION

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 This schedule is to remain in effect until superseded.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

Margaret J. Warrick, Chief Records Officer
Office of the Governor

Sheron K. Morgan, Director
Office of State Planning

Ed Turlington, Chief of Staff
Office of the Governor

Jeffrey J. Crow, Acting Director
Division of Archives and History

APPROVED

James B. Hunt, Jr., Governor
Office of the Governor

Betty Ray McCain, Secretary
Department of Cultural Resources

September 8, 1995

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

HFH

OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING
PLANNING SECTION

ITEM 106. STATE GOALS AND POLICY BOARD SUBJECT FILE.
Records concerning staff's files for the State Goals and Policy Board. File includes members' information, budget materials, board project background information, and newsmedia information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Department of Administration, Office of the Secretary, Administration.

ITEM 10966. BOARDS AND COMMISSIONS FILE.
Information and correspondence concerning boards and commissions either being monitored or being provided staff support.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Department of Administration, Office of the Secretary, Administration.

ITEM 10976. STATE GOALS AND POLICY BOARD FILE.
Correspondence, minutes, news releases, speeches, survey results, and address lists.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Department of Administration, Office of the Secretary, Administration.

ITEM 10979. STATE GOALS AND POLICY BOARD MEETINGS FILE.
Records concerning each meeting of the State Goals and Policy Board. File includes materials distributed at meetings and a completed packet of information regarding each board or committee mailing.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Department of Administration, Office of the Secretary, Administration.

ITEM 10994. SOUTHERN GROWTH POLICIES FILE.
Records concerning southern growth policies, National Governor's Association, and monthly meetings of staff.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10995. JOINT FUNDING FILE.
Correspondence and memorandums to department heads and joint funding committees.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10996. GENERAL FUNDING FILE.
Records concerning grantsmanship, streamlining, clearinghouse, and joint funding procedures. File includes general correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING
PLANNING SECTION

ITEM 10997. GENERAL PROJECT FILE.
Copies of correspondence and memorandums concerning reimbursement requests, Title XX Job Partnership Training Act (JPTA)/Health, Education, and Welfare (HEW) special projects, Child Development Expansion Project, aging laws, and regulations. File includes correspondence with or concerning councils of government, social security, JPTA programs, Youth Services Division, Federal Regional Council, land and water conservation, and solar energy research. File also includes duplicate copies of correspondence regarding various councils of government, guidelines for family planning, energy bulletins, and subpoenaed documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12194. DIRECTOR'S SPECIAL PROJECT FILE.
Records concerning special projects conducted for the Department of Administration by the Director and/or Special Assistant to the Governor for Planning. File includes reports, correspondence, memorandums, publications, and other records. (See Special Assistant to the Governor for Planning's Special Projects File in the disposition schedule for Governor's Office.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records stored in the State Records Center to the custody of the Archives 5 years from date received. Transfer remaining records to the State Records Center when project is closed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36611. GOVERNOR'S ADVISORY COUNCIL ON LITERACY FILE.
Reference copies of records concerning the Governor's Advisory Council on Literacy. File includes announcements of meetings, minutes, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Community Colleges, Academic/Student Services Division, Basic Skills Section.

ITEM 37870. APPALACHIAN REGIONAL COMMISSION (ARC) GRANTS FILE.
Records concerning ARC Grants awarded to the Office of State Planning. File includes grant applications, correspondence to the Department of Administration regarding the grant process, financial reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office applications regarding denied grants immediately. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 37871. CORRECTION PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Correction Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING
PLANNING SECTION

ITEM 37872. CULTURAL RESOURCES PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Cultural Resources Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37873. ECONOMIC DEVELOPMENT AND COMMERCE PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Economic Development and Commerce Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37874. EDUCATION PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Education Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37875. ENVIRONMENT PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Environment Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37876. GENERAL GOVERNMENT PERFORMANCE PLANNING GROUP FILE.
Official minutes of the General Government Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING
PLANNING SECTION

ITEM 37877. HEALTH AND SAFETY PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Health and Safety Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37878. JUSTICE PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Justice Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37879. POLICIES, PROCEDURES, AND GUIDELINES FILE.
Policies, procedures, and guidelines established for the Office of State Planning.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 37881. SOCIAL AND ECONOMIC WELL-BEING PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Social and Economic Well-Being Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37882. TRANSPORTATION PERFORMANCE PLANNING GROUP MINUTES FILE.
Official minutes of the Transportation Performance Planning Group. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.