

OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING
STATE CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS

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

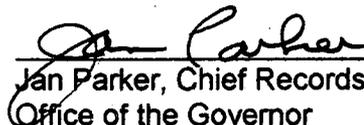
STATE CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS

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

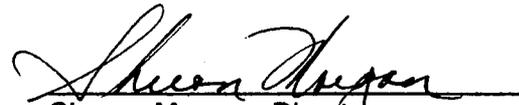
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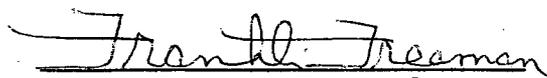
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

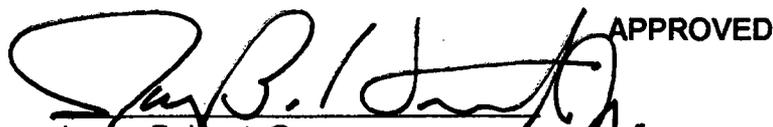

Jan Parker, Chief Records Officer
Office of the Governor

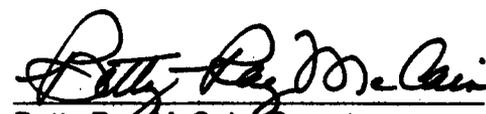

Karen Siderelis, Director
State Center for Geographic Information and Analysis


Sharon Morgan, Director
Office of State Planning


Franklin Freeman, Chief of Staff
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Jeffrey J. Crow, Director
Division of Archives and History


James B. Hunt, Governor
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Betty Ray McCain, Secretary
Department of Cultural Resources

September 15, 1997

LLB

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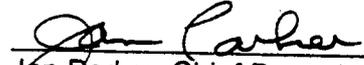
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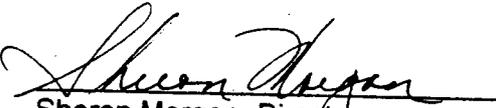
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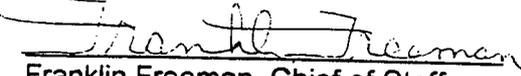
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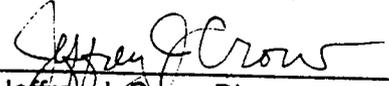
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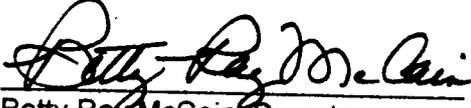

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APPROVED
This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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**OFFICE OF THE GOVERNOR
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STATE CENTER FOR GEOGRAPHIC INFORMATION AND ANALYSIS
ADMINISTRATION**

ITEM 17225. PROJECTS DATA DIRECTORY LISTING FILE.

Directory listing all projects processed by the Center. Directory includes project names, project numbers, dates of assignments, effective dates of contracts, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer subsequent copies to the State Records Center at the end of each fiscal year to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Destroy paper records in office when reference value ends.

**OFFICE OF THE GOVERNOR
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DATABASE ADMINISTRATION**

ITEM 35998. CORPORATE GEOGRAPHIC INFORMATION SYSTEM (GIS) DYNAMIC DATABASE (ELECTRONIC) FILE.

Machine readable records on 8mm magnetic media concerning items not on the corporate data layer file. Electronic file includes names of files, file sources regarding updated data layers and work in progress, cartographic data, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to onsite fireproof vault for backup security storage weekly. Agency representative will replace magnetic tapes stored onsite with magnetic tapes containing more current data routinely. Return superseded magnetic tapes to backup cycle. Erase or update in office recorded information when administrative value ends. Destroy in office systems documentation when administrative value ends.

**OFFICE OF THE GOVERNOR
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TECHNICAL SERVICES**

ITEM 17222. HARDWARE/SOFTWARE MAINTENANCE FILE.

Correspondence and memorandums concerning computer hardware and software. File includes computer contracts and maintenance agreements. File also includes service reports and reference copies of invoices and packing slips.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.