

OFFICE OF THE GOVERNOR  
CHIEF OF STAFF  
OFFICE OF STATE PLANNING  
STATE DATA CENTER

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

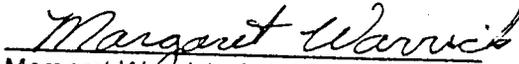
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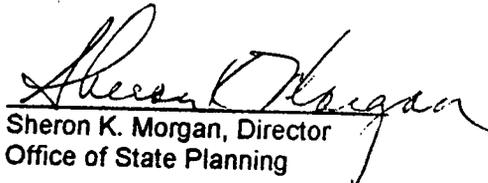
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

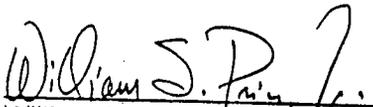
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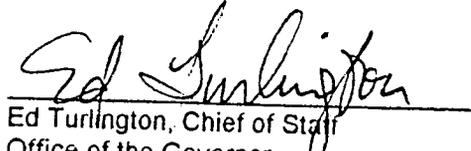
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

  
Margaret Warwick, Chief Records Officer  
Office of the Governor

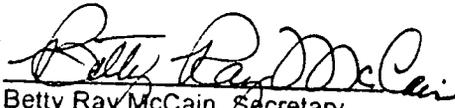
  
Sheron K. Morgan, Director  
Office of State Planning

  
William S. Price, Jr., Director  
Division of Archives and History

  
Ed Turlington, Chief of Staff  
Office of the Governor

APPROVED

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

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

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.

April 11, 1995

HFH

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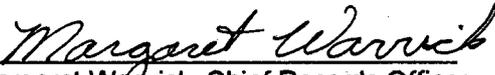
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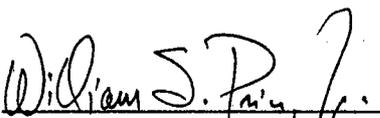
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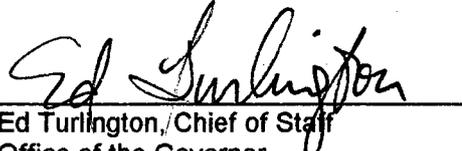
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**ITEM 36473. BUSINESS/INDUSTRY DATA CENTER PROJECT FILE.**

Records concerning a pilot project created between the U.S. Bureau of the Census and the State of North Carolina. File includes correspondence, project reports, plans, agreements, organizational studies, and final evaluation project reports.

DISPOSITION INSTRUCTIONS: Transfer final evaluation project reports 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. Destroy in office remaining records when administrative value ends.

**ITEM 36474. LOG INTO NORTH CAROLINA (LINC) ADMINISTRATIVE FILE.**

Records concerning the structure, content, use, and documentation of the LINC online database. File includes brochures, user manuals, technical bulletins, LINC Log publications for users, and other related records.

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 36475. LOG INTO NORTH CAROLINA (LINC) DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning data compiled from various federal and state agencies by the State Data Center. Electronic file includes demographic, agricultural, economic, and other related data. (Database is accessed daily by state and non-state agencies. Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 36480. STATE DATA CENTER ANNUAL REPORT FILE.**

Records concerning the North Carolina State Data Center's annual report filed with the U.S. Bureau of the Census. File includes annual reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence and 1 copy of each annual report to the State Records Center annually. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain 1 copy of each annual report in office permanently. Destroy in office remaining records when administrative value

**ITEM 36481. STATE GOVERNMENT ORGANIZATIONAL (REPORTS) FILE.**

Reports concerning statistical data regarding each state agency's organizational structure. Reports include names of agencies, names of divisions and sections, descriptions of each division's mission and/or objectives, and other related information.

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

**ITEM 36482. STATE DATA CENTER CLIENT TRACKING FORMS FILE.**

Forms used to log in and track requests for information or special services from the State Data Center. Forms include names and addresses of clients, client identification numbers, descriptions of services rendered, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**ITEM 36483. STATE DATA CENTER COMMUNICATIONS FILE.**

Correspondence written to and received from the U.S. Bureau of the Census, the State Development Center coordinating agencies, and affiliates. File includes affiliate/network bulletins, surveys, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36485. STATE GOVERNMENT ORGANIZATIONAL ADMINISTRATIVE FILE.**

Records concerning the organization and objectives of state agencies. File includes correspondence, charts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36486. STATE GOVERNMENT ORGANIZATIONAL DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning agency responses to biennial survey for organization charts and mission statements. Electronic file includes names of organizational levels, codes for organizational hierarchy, names and titles of individuals in charge of agencies, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 36487. STATE GOVERNMENT ORGANIZATIONAL SURVEY FORMS FILE.**

Forms submitted by state agencies concerning responses to biennial surveys requesting organizational charts and mission statements from each state agency. Forms include organizational level names, names and titles of individuals in charge, and other related data which is entered into State Government Organizational Database (Electronic) File (Item 36486) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36488. STATISTICAL REGISTER DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning statistical data items (series) identified and disseminated by all state agencies. Electronic file includes names of data items (series) subjects, geographic area designations, periods indicating frequency of updates, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically.

**ITEM 36489. STATISTICAL REGISTER PROCESSING FILE.**

Records concerning the compilation of the Statistical Register for state agencies. File includes correspondence, memorandums, database documentation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36490. STATISTICAL REGISTER SURVEY FORMS FILE.**

Survey forms submitted by state agencies concerning each data series collected and disseminated by state agencies. Forms include names of data series subjects, geographic area designation, periods indicating frequency of update, and other related data which is entered into Statistical Register Database (Electronic) File (Item 36488) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**ITEM 36491. TAPE INVENTORY SYSTEMS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning inventories of all computerized reference files used by the State Data Center. Electronic files include subject codes, volume serial numbers, geography levels, and other related data. (Electronic files are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 36492. TOWNSHIP DATA (1970) CENSUS (PRINTOUTS) FILE.**

Computer printouts concerning unpublished data processed using the 1970 census for North Carolina townships. Printouts include demographic characteristics of population of each township. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s) to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 37592. "STATISTICAL REGISTER" PUBLICATION FILE.**

Publication concerning data items (series) identified and disseminated by each state agency. Publication includes descriptions of data items, periods indicating frequency of updates, geographic area designations, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. 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.