

OFFICE OF THE GOVERNOR
ADMINISTRATION
INTERGOVERNMENTAL RELATIONS

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

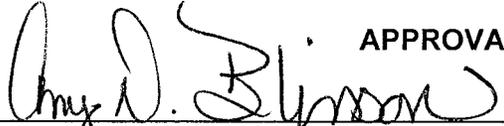
INTERGOVERNMENTAL RELATIONS

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.**

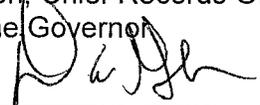
INTERGOVERNMENTAL RELATIONS

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 This schedule is to remain in effect until superseded.

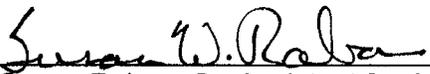
APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer
Office of the Governor



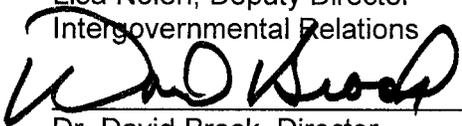
Dan Gerlach, Sr. Policy Advisor for Fiscal Affairs
Office of the Governor



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



Lisa Nolen, Deputy Director
Intergovernmental Relations



Dr. David Brook, Director
Division of Historical Resources



Michael F. Easley
Governor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

8/29/07

CSB

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**OFFICE OF THE GOVERNOR
ADMINISTRATION
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Amend the program records retention and disposition schedule approved August 29, 2007 by adding items **48380** and **48381** as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

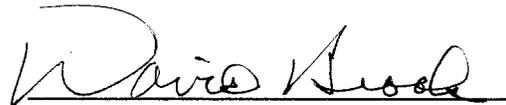
APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer
Office of the Governor



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



David Brook, Director
Division of Historical Resources

APPROVED



Michael F. Easley
Governor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS**

ITEM 123. OFFICE ADMINISTRATION FILE. Records in paper and electronic formats concerning the organization and daily operation of the agency. File includes correspondence, memoranda, directives, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 21904. NATIONAL GOVERNORS ASSOCIATION (NGA) COMMITTEES AND TASK FORCES FILE. Records in paper and electronic formats concerning the committees and task forces of the National Governors Association (NGA). File includes correspondence, agendas, meeting notes, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 21905. NATIONAL GOVERNORS ASSOCIATION (NGA) GENERAL FILE. Records in paper and electronic formats concerning the National Governor's Association (NGA). File includes correspondence to and from the governor, policies, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 21906. NATIONAL GOVERNORS ASSOCIATION (NGA) MEETINGS FILE. Records in paper and electronic formats concerning meetings of the National Governors Association (NGA). File includes agendas, travel arrangements, handouts, meeting notes, briefing papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues, including travel arrangements, when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS**

ITEM 21908. SOUTHERN GOVERNORS' ASSOCIATION (SGA) MEETINGS FILE. Records in paper and electronic formats concerning meetings of the Southern Governor's Association (SGA). File includes agendas, travel arrangements, handouts, meeting notes, briefing papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues, including travel arrangements, when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 21910. SOUTHERN GROWTH POLICIES BOARD (SGPB) MEETINGS FILE. Records in paper and electronic formats concerning meetings of the Southern Growth Policies Board (SGPB). File includes agendas, travel arrangements, handouts, meeting notes, briefing papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues, including travel arrangements, when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 21911. SOUTHERN STATES ENERGY BOARD (SSEB) FILE. Records in paper and electronic formats concerning the Southern States Energy Board (SSEB). File includes correspondence, meeting agendas, notes and handouts, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 44238. SPECIFIC ISSUES FILE. Records in paper and electronic formats concerning issues of particular public interest. File includes, briefings, reference copies of correspondence addressed to the Governor and members of the General Assembly, press releases, memorandums, and other related records. File also includes records concerning the Local Government Advocacy Council and interactions with state and federal agencies.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 44245. SOUTHERN GROWTH POLICIES BOARD (SGPB) GENERAL FILE. Records in paper and electronic formats concerning the Southern Growth Policies Board (SGPB). File includes correspondence to and from the governor, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS**

ITEM 45951. APPALACHIAN REGIONAL COMMISSION (ARC) FILE. Records in paper and electronic formats concerning the Appalachian Regional Commission (ARC). File includes correspondence, meeting notes, reference copies of grant applications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends, including reference copies of grant applications. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 45952. COUNTY COMMISSIONERS ASSOCIATION FILE. Records in paper and electronic formats concerning the Association of County Commissioners. File includes correspondence to and from the Governor, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 45953. COUNCIL OF GOVERNMENTS (COGS)/REGIONALISM FILE. Records in paper and electronic formats concerning Council of Governments (COGs). File includes correspondence to and from the Governor, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 45954. LEAGUE OF MUNICIPALITIES FILE. Records in paper and electronic formats concerning the League of Municipalities. File includes correspondence to and from the Governor, policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than 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 any electronic records.

ITEM 45955. GENERAL LOCAL GOVERNMENT FILE. Records in paper and electronic formats concerning local government issues and the Local Government Advocacy Council. File includes correspondence, meeting notes, reports, studies, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Specific Issues File (Item 44238).

ITEM 48380. NORTH CAROLINA-MOLDOVA BILATERAL PARTNERSHIP FILE. Records concerning the North Carolina-Moldova Bilateral Partnership. Bilateral Partnership for Peace program begun in 1999 for cooperation and collaboration in civic, cultural, scientific, and other areas. File includes briefings, correspondence, memorandums and other related records.

DISPOSITION INSTRUCTIONS: Transfer records when reference 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.

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS**

ITEM 48381. NORTH CAROLINA-INTERNATIONAL MEETINGS FILE. Records concerning meetings with representatives from other countries. File includes briefings, correspondence, memorandums and other related records.

DISPOSITION INSTRUCTIONS: Transfer records when reference 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.

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS
EASTERN OFFICE**

ITEM 34551. CASES FILE. Records in paper and electronic formats concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence, memoranda, 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 when the Governor's administration ends to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 34553. COUNTY FILE. Reference copies of records concerning activities pertinent to each respective county within the Eastern Office's jurisdiction. File includes newspaper clippings, correspondence, and other related records.

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

ITEM 45874. SECURITY BACKUPS (ELECTRONIC) FILE. Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.

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

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS
WASHINGTON D.C. OFFICE**

ITEM 45975. APPROPRIATION RECOMMENDATIONS FILE. Records in paper and electronic formats concerning recommendations made by the office for the state's federal representatives. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Washington D.C. Office File (Item 47910).

ITEM 45976. CASES FILE. Records in paper and electronic formats concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence, memoranda, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Washington D.C. Office File (Item 47910).

ITEM 45977. CORRESPONDENCE FILE. Routine correspondence in paper and electronic formats written and received by the office concerning day-to-day operations of the office.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Washington D.C. Office File (Item 47910).

ITEM 45978. EVENTS BRIEFINGS FILE. Briefings in paper and electronic formats include dates of events, names of contacts persons, descriptions of events, locations of events, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Washington D.C. Office File (Item 47910).

ITEM 45979. LEGISLATIVE ISSUES FILE. Records in paper and electronic formats concerning legislation at the state and federal levels. File includes correspondence, drafts, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Washington D.C. Office File (Item 47910).

ITEM 45980. REGULATORY ISSUES FILE. Records in paper and electronic formats concerning federal and state regulations. File includes correspondence, drafts, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Washington D.C. Office File (Item 47910).

ITEM 47910. WASHINGTON D.C. OFFICE FILE. File includes records in paper and electronic formats concerning the operations of the Washington D.C. office under the Office of the Governor. File contains reference copies of appropriation recommendations, conflict resolution cases, correspondence, legislative issues, and regulatory issues. This file duplicates and informs records produced by the Policy Office, Office of the Governor.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records not duplicated in the Policy Office, Office of the Governor to the State Records Center after 2 years, but no later than 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 any electronic records.

**OFFICE OF THE GOVERNOR
FISCAL AFFAIRS
INTERGOVERNMENTAL RELATIONS
WESTERN OFFICE**

ITEM 34556. CASES FILE. Records in paper and electronic formats concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence, memorandums, 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 at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 34558. COUNTY FILE. Reference copies of records in paper and electronic formats concerning counties within the Western Office's jurisdiction. File includes newspaper clippings, correspondence, and other related records.

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

ITEM 34879. WESTERN RESIDENCE FILE. Records in paper and electronic formats concerning the use and maintenance of the Western Residence located in Asheville. File includes correspondence, maintenance logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office maintenance logs in paper and electronic formats when administrative value ends. Print remaining 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 at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives. Transfer appointment book when administrative value ends

ITEM 45873. SECURITY BACKUPS (ELECTRONIC) FILE. Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.

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