

OFFICE OF THE GOVERNOR
GOVERNMENTAL AFFAIRS
GOVERNOR'S LEGAL COUNSEL

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

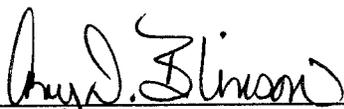
Governor's Legal Counsel

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.**

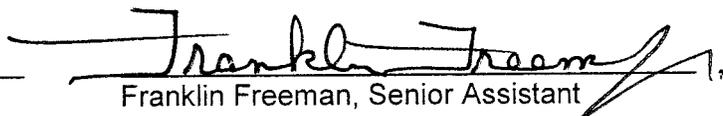
The Governor's Legal Counsel

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 This schedule is to remain in effect until superseded.

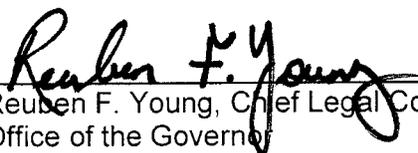
APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer
Office of the Governor



Franklin Freeman, Senior Assistant
Governmental Affairs



Reuben F. Young, Chief Legal Counsel
Office of the Governor



Dr. David Brook, Director
Division of Historical Resources

APPROVED



Michael F. Easley
Governor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

10/26/2006

CSB

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

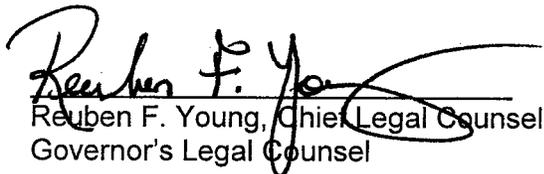
**OFFICE OF THE GOVERNOR
GOVERNMENTAL AFFAIRS
Governor's Legal Counsel
Clemency Office and Extraditions Office**

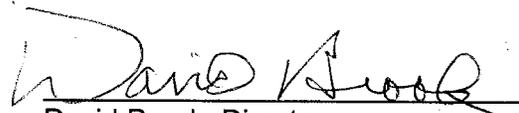
Amend the program records retention and disposition schedule approved October 26, 2006 by amending items 33997, 33998, 33999, 34000 and 47828 and adding items 48376, 48377, 48378 and 48379 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

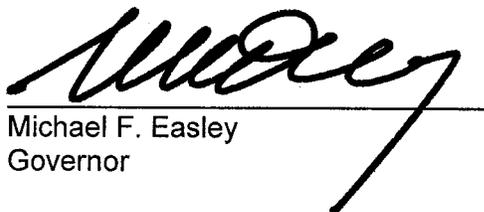

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**OFFICE OF THE GOVERNOR
GOVERNMENTAL AFFAIRS
GOVERNOR'S LEGAL COUNSEL**

ITEM 33945. EXECUTIVE ORDERS, DISASTER PROCLAMATIONS, AND LEGISLATIVE APPOINTMENTS

FILE. Records in paper and electronic formats concerning executive orders issued by the Governor. File includes original copies of executive orders; executive directives; and proclamations concerning disasters, states of emergency, and legislative appointments.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer original copies of orders, proclamations, and appointments at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives. Destroy in office remaining records when administrative value ends.

ITEM 33995. DEPARTMENTAL PROJECTS FILE.

Records in paper and electronic formats concerning special projects conducted by the office regarding state agencies. File concerns prisons, veterans, asbestos, ethics, education, taxes, and other topics. File includes correspondence, reports, legal opinions, and other related

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Special Topics/Projects File (Item 34001).

ITEM 34001. SPECIAL TOPICS/PROJECTS FILE.

Records in paper and electronic formats concerning special topics of interest to the office. File includes correspondence, reports, legal opinions, and other related records. Some reports or project files may include confidential information. (If so, comply with applicable provisions of G.S. 132-1.1-132.1.2; 132-1.4-132-1.11; 126-22-126-24; and 126-27-126-29).

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper 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.

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 47826. DEATH ROW CASES FILE.

Records in paper and electronic formats concerning Death Row cases. File includes court transcripts, court documents, correspondence, and other related records. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also Goble v. Bounds, 13 N.C. App. 579.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper 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.

**OFFICE OF THE GOVERNOR
GOVERNMENTAL AFFAIRS
GOVERNOR'S LEGAL COUNSEL**

ITEM 47827. JUDICIAL APPOINTMENTS FILE.

Records concerning the appointment of judges in the various judicial districts of North Carolina. File includes correspondence and other related records. (Comply with applicable provisions of G.S. 126-22 through 126-24.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper 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.

**OFFICE OF THE GOVERNOR
GOVERNMENTAL AFFAIRS
GOVERNOR'S LEGAL COUNSEL
CLEMENCY OFFICE**

ITEM 33997. COMMUTATIONS FILE.

Records in paper and electronic formats concerning requests for reductions in criminal sentences from inmates. File includes correspondence, briefs, summaries, and other related records. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper records annually to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 33999. MISCELLANEOUS INMATE CORRESPONDENCE FILE.

Correspondence received from inmates and their supporters, as well as responses by the Office of Executive Clemency. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center biennially for immediate transfer to the custody of the Archives.

ITEM 34000. PARDONS FILE.

Records in paper and electronic formats concerning pardons and commutations (not involving death penalty cases) issued by the Governor for state crimes. File includes correspondence, briefs, summaries, and other related records. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper records annually to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 47828. MISCELLANEOUS INMATE CORRESPONDENCE (DEATH ROW CASES) FILE.

Correspondence received from inmates on Death Row and their supporters, as well as responses by the Office of Executive Clemency. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives.

**OFFICE OF THE GOVERNOR
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GOVERNOR'S LEGAL COUNSEL
EXTRADITIONS OFFICE**

ITEM 33998. EXTRADITIONS FILE.

Records in paper and electronic formats concerning the legal surrender of an alleged criminal subject to extradition. File includes correspondence, briefs, summaries, waivers and correspondence, and other related records. File also includes warrants for arrest issued for fugitives in North Carolina. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

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 annually to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 48376. WAIVERS OF EXTRADITION FILE.

Reference copies concerning waivers for the legal surrender of a fugitive to the jurisdiction of another state, country or government. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App.

DISPOSITION INSTRUCTIONS: Transfer records annually to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 48377. FUGITIVE WARRANTS FILE.

Reference copies concerning the authorizations to arrest persons who have fled from prosecution in the State of North Carolina. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C.

DISPOSITION INSTRUCTIONS: Transfer records annually to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 48378. GOVERNOR'S EXECUTIVE AGREEMENTS FILE.

Correspondence in paper and electronic formats concerning agreements between the governor of North Carolina and a governor of another state covering unusual extradition cases. File may contain original signed Executive Agreements and other related records. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

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 records when administrative value ends to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 48379. REWARDS FILE.

Reference copies in paper and electronic formats concerning rewards offered for the capture, return, or conviction of a fugitive from justice. File includes letters of request for payment and other related records. (Comply with applicable provisions of G.S. 148-74 and 148-76 regarding the confidentiality of prison records. See also *Goble v. Bounds*, 13 N.C. App. 579.)

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 to the State Records Center for immediate transfer to the custody of the Archives after reward is paid or when administrative value ends, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records upon completion of action and resolution of issues.