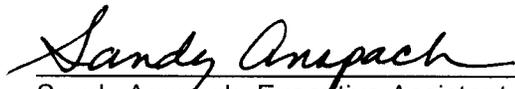


PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

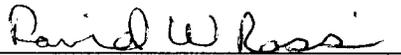
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Amend the program records retention and disposition schedule approved November 16, 2004 by amending item 47368 and adding item 48057 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Sandy Anspach, Executive Assistant to the State CIO
Administration Services Section



David Rossi, Chief Financial Officer
Financial Services Division



David Brook, Director
Division of Historical Resources

APPROVED



George Bakolia, State Chief Information Officer
Office of Information Technology Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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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

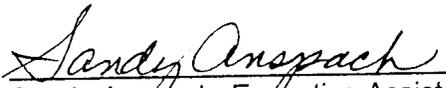
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

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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.

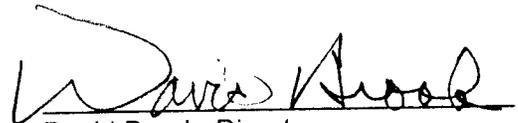
APPROVAL RECOMMENDED



Sandy Anspach, Executive Assistant to the State CIO
Administrative Services Section

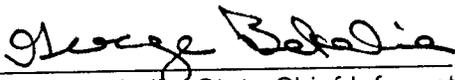


David Rossi, Chief Financial Officer
Financial Services Division



David Brook, Director
Division of Historical Resources

APPROVED



George Bakolia, State Chief Information Officer
Office of Information Technology Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 47356. Chronological File. Records generated by the State Chief Information Officer consisting of but not limited to: correspondence with administrators of other agencies, vendors, and internal memos.

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

ITEM 47357. Director's Correspondence File. Records in paper and electronic formats concerning correspondence generated and received by the State Chief Information Officer.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

ITEM 47358. Assistant Director's Correspondence File. Records in paper and electronic formats concerning correspondence generated and received by the Deputy State Chief Information Officer.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

ITEM 47359. Projects File. Records in paper and electronic format concerning projects generated by Administrative Services. Projects include but are not limited to: Legacy Systems, E-commerce, Asset Management, and other projects of substantive value.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

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ITEM 47360. Speeches File. File includes records in paper and electronic form concerning presentations given by the State Chief Information Officer.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the Archives.

ITEM 47361. Biennial State Information Technology Plan File. File includes plans created every 2 years for the General Assembly. The plans are a requirement of G.S. 147-33.72B; reports contain inventories of technology assets, the needs of State agencies, and an analysis of technology based opportunities for initiatives that would improve effectiveness in State programs.

DISPOSITION INSTRUCTIONS: When received from printer, retain one copy in office permanently; transfer one copy to the State Records Center for immediate transfer to the custody of the Archives; and transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, in accordance with G.S.125-11.8 (b). Destroy in office remaining copies and related records when reference value ends.

ITEM 47362. Minutes Of State Information Processing Services (SIPS) Advisory Board File. Board is comprised of State agency Management Information Systems (MIS) directors. The SIPS advisory board existed from 1982 -2000. This item also includes the minutes from all preceding boards.

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

ITEM 47363. Minutes Of Information Technology Management Advisory Council (ITMAC) File. File includes minutes of the ITMAC council, which existed from 2000-2004.

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

ITEM 47364. State Information Processing Services (SIPS) And Information Resource Management (IRM) Planning And Organizational File. Records concerning strategic planning, progress, and the reorganizations of SIPS and IRM, which have since been known as Information Technology Services (ITS).

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

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ITEM 47365. Audit File. Records including but not limited to: internal audits, audits of other agencies, and IRS audits. (Comply with confidentiality restrictions of G.S. 132-6.1 (c) concerning records with sensitive public security information.)

DISPOSITION INSTRUCTIONS: Destroy reference copies of audits when administrative value ends. Retain record copies of audits in office permanently

ITEM 47366. Administrative Hearings File. Appeals made by vendors whose products were not purchased.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration of 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.

ITEM 47367. Business Plan File. Business plans for Information Technology Services listing goals, expectations, budgets, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 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 47368. Information Resource Management Commission (IRMC) General File. Records in paper and electronic formats include but are not limited to: a history of the IRMC, policies, by-laws, minutes (formerly under Enterprise Technology Strategies, Minutes File, Item 42540), and planning files. [Amended 8/10/2007].

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.

ITEM 47369. Agency File. Files for each State agency concerning their information technology projects.

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

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ITEM 48057. Information Technology Advisory Board (ITAB) General File. Records in paper and electronic formats concerning the review of and comments on the State Information Technology Plan developed by the State Chief Information Officer, IT plans of the executive agencies, and state technology initiatives developed by the State CIO. The Board advises the State CIO on the development of statewide information technology programs and services and other issues brought to their attention by the State CIO. Records include a history of the ITAB, minutes, by-laws, planning files and other related records. [Amended 8/10/2007].

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.