

OFFICE OF THE GOVERNOR
OFFICE OF THE STATE BUDGET

Records Retention and Disposition Schedule

The Records Disposition Schedule and the 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 understood and agreed that the records of the

OFFICE OF THE STATE BUDGET

do not and will not have further use or value for official use or 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 periods in this schedule and the

OFFICE OF THE STATE BUDGET

agrees to dispose of or to transfer records as specified herein.

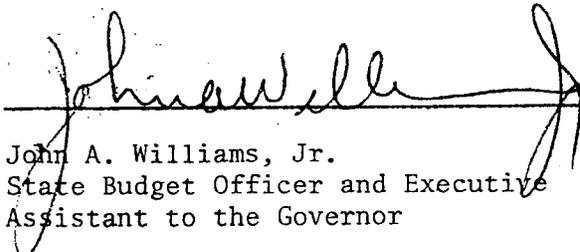
APPROVAL RECOMMENDED



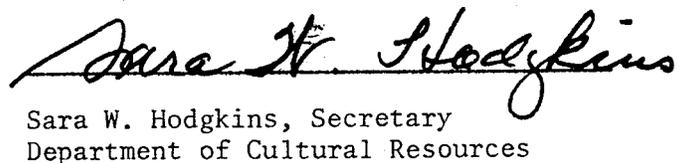
Larry E. Tise, Director
Division of Archives and History

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.



John A. Williams, Jr.
State Budget Officer and Executive
Assistant to the Governor



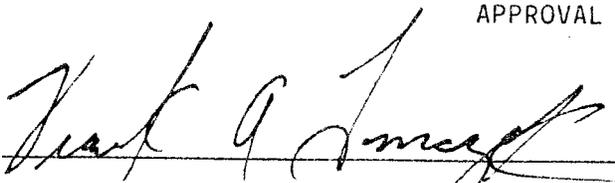
Sara W. Hodgkins, Secretary
Department of Cultural Resources

October 19, 1979

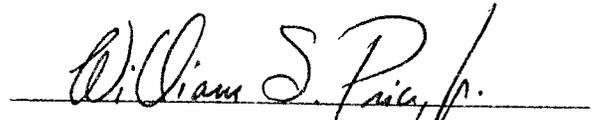
OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT

Amend the records retention and disposition schedule approved October 19, 1979, by changing the retention period of items 1 and 13 as shown on substitute pages 5 and 7, dated May 20, 1982.

APPROVAL RECOMMENDED

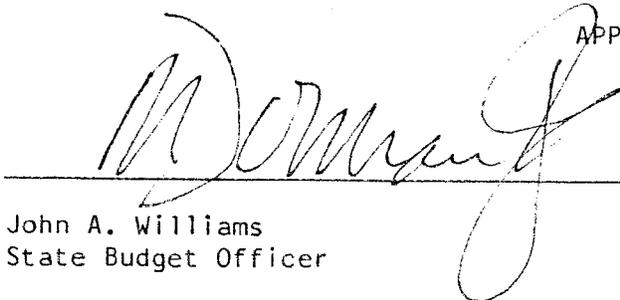


Frank A. Tomczak, Budget Administrator
Office of State Budget and Management

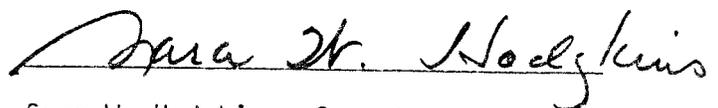


William S. Price, Jr., Director
Division of Archives and History

APPROVED



John A. Williams
State Budget Officer



Sara W. Hodgkins, Secretary
Department of Cultural Resources

May 20, 1982

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT

Amend the records retention and disposition schedule approved January 31, 1997 by amending the Items 1526, 1527, 1528, 1529 and 1530 as shown on substitute pages dated December 1, 2003.

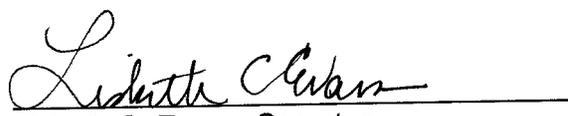
APPROVAL RECOMMENDED


David McCoy, State Budget Officer
Office of State Budget and Management


David Brook, Acting Director
Division of Historical Resources

APPROVED


Michael F. Easley, Governor
Office of Governor


Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 1, 2003

LRM

Memorandum

DATE: August 20, 1997

FROM: Maxine Stokes *ms*
Records Services Branch

RE: Office of the Governor, Office of the State Budget
Records Retention and Disposition Schedule

The following Items were not transferred to the Administrative Section. These items still remain as listed on the October 19, 1979 approved schedule.

Items 1534, 1535, 3433, 3489, 3567, and 3683 listed in approved schedule under Office of the Governor, Office of State Budget, Research and Planning.

Item 3590 listed in approved schedule under Office of the Governor, Office of State Budget, State Budget Officer.

Items 1528 and 1529 listed in approved schedule under Office of the Governor, Office of State Budget, Supportive Services.

Office of the Governor
Office of State Budget and Management

Research and Planning

Item 1534

~~***13.~~ NORTH CAROLINA CITIZEN SURVEY QUESTIONNAIRE FILE. Record copies of questionnaires pertaining to North Carolina Citizen Survey.

LOCATION: Agency, 1980- (15 cu. ft.)

SCHEDULE: Keep in the agency 6 months, then transfer to the State Records Center. Hold 2 years, then destroy.

Item 1535

~~***14.~~ ADVANCE TABLE PH-1--POPULATION AND HOUSING CHARACTERISTICS (1960) FILE. Record copies of computer produced documents which represent selected housing and population data enumerated and tabulated on a complete count basis for North Carolina. Records were given to the office by the Bureau of the Census and other copies do not exist in either federal or state government.

SCHEDULE: Transfer to the State Records Center to be microfilmed for permanent preservation. Transfer originals to the custody of the State Archives after microfilming. Supply a use copy of the film to the agency.

*Shown as amended October 31, 1980

***Shown as amended May 20, 1982

***Shown as amended November 30, 1982

Office of the Governor
Office of the State Budget

Research and Planning

Item 3489

*CITIZEN SURVEY ADMINISTRATIVE FILE. Record copies of administrative files on the design and analysis of the North Carolina Citizen Survey. Arranged chronologically and by type of activity.

LOCATION: Agency, 1976- (2 cu. ft.)

SCHEDULE: Keep in the agency 2 years, transfer to the State Records Center for 8 years, then transfer to the Archives.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET
RESEARCH AND PLANNING**

ITEM 3433. MUNICIPAL ANNEXATIONS AND CORRESPONDENCE FILE.

Record copies of correspondence between demographics and N.C. municipalities. Includes copies of letters to and from the U.S. Bureau of the Census, data on municipal annexations, and official notification of population estimates each year. Arranged alphabetically by county, then by municipality within city.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3567. SPECIAL STUDIES FILE.

Record copies of special ad hoc studies conducted. Arranged chronologically and by study.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3683. REGRESSION METHOD POPULATION ESTIMATES FILE.

Record copies of computer printouts of data elements and resulting population estimates produced solely by regression method (total population for each county). Arranged chronologically by year.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET
SUPPORTIVE SERVICES**

ITEM 1528. CAPITAL IMPROVEMENT (PAPER COPIES) FILE.

Record copies of standard budget forms submitted in paper form from agencies and institutions which are under the fiscal jurisdiction of the Office of the State Budget. Arranged numerically by budget code number. Amended 12-1-03.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after project is closed. Records will be held for agency in the State Records Center 9 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives immediately. Remove and destroy Requisition for Funds (BD 301), Capital Improvement Allotment (BD 303/625), Voucher Register A/c Classification (Capital Improvement Fund) (BD 8021), and Receipts Register A/c Classification (Capital Improvement Fund) (BD 8051). Retain Capital Improvement Appropriation Advice (BD 306), Monthly Report on Capital Improvement (BD 725), Voucher Register (BD 801), Receipts Register (BD 804), and all correspondence. Destroy budget analyst copies if superseded by a new report. Destroy Voucher Register A/c Classification (Capital Improvement) (BD 8021) and Receipts Register A/c Classification (Capital Improvement) (BD 8051) after project is closed for agencies which submitted reports on microfiche. Retain microfilm in the Archives vault permanently.