

OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
STATE BUDGET OFFICER SECTION

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

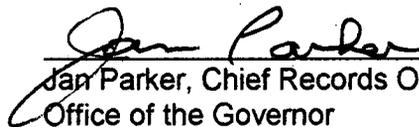
STATE BUDGET OFFICER SECTION

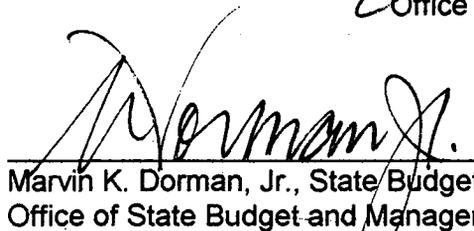
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

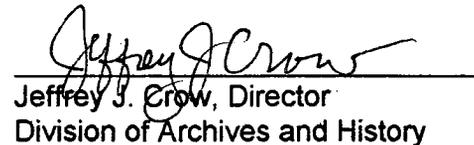
STATE BUDGET OFFICER SECTION

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 This schedule is to remain in effect until superseded.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

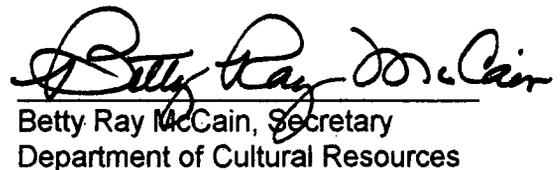

Jan Parker, Chief Records Officer
Office of the Governor


Marvin K. Dorman, Jr., State Budget Officer
Office of State Budget and Management


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

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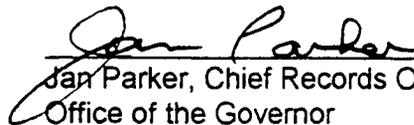
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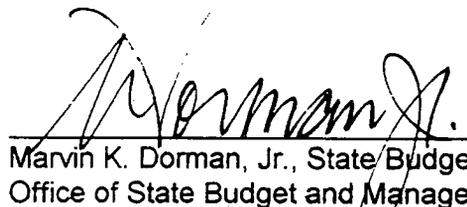
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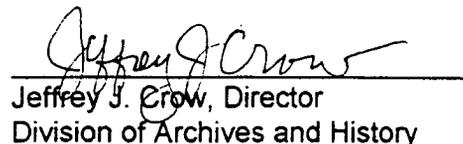
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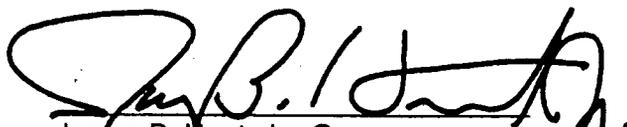
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

October 15, 1997

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**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
STATE BUDGET OFFICER SECTION
ADMINISTRATION**

ITEM 3590. COUNCIL OF STATE MINUTES FILE.

Official minutes and agendas of the Council of State. (File is arranged chronologically.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when Governor's term expires. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 38359. ADVISORY BUDGET COMMISSION MINUTES FILE.

Official minutes and agendas of the Advisory Budget Commission. (File is arranged chronologically.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 38363. ORGANIZATIONAL CHARTS FILE.

Reference copies of organizational charts (internal) submitted by state agencies indicating the administrative lines of responsibility.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**OFFICE OF THE GOVERNOR
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STATE BUDGET OFFICER SECTION
PERSONNEL**

ITEM 38376. PERSONNEL (INACTIVE) FILE.

Records concerning each former Office of the Governor employee. File includes applications for employment, personnel action and position forms, payroll authorizations forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (NOTE: Records previously transferred to the State Records Center as Item 1517.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.