

OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION 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

ADMINISTRATION 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

ADMINISTRATION 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 This schedule is to remain in effect until superseded.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



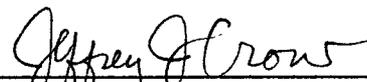
Jean Surles, Chief Records Officer
Office of State Budget and Management



Rob Nelson, Budget Administrator
Office of State Budget and Management



Marvin Dorman, 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

January 31, 1997

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OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION

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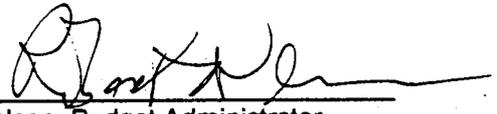
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APPROVAL RECOMMENDED



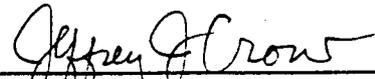
Jean Surles, Chief Records Officer
Office of State Budget and Management



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



Betty Ray McCain, Secretary
Department of Cultural Resources

January 31, 1997

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.

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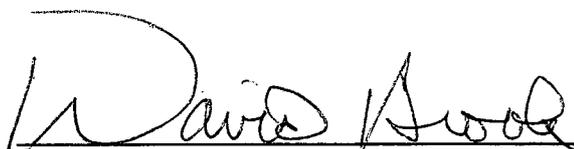
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
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.