

OFFICE OF THE GOVERNOR  
POLICY AND LEGAL AFFAIRS  
ADMINISTRATION

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

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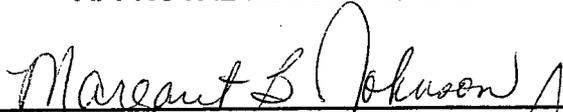
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

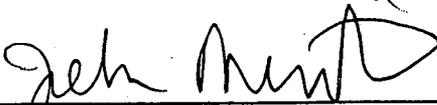
The

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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 This schedule is to remain in effect until superseded.

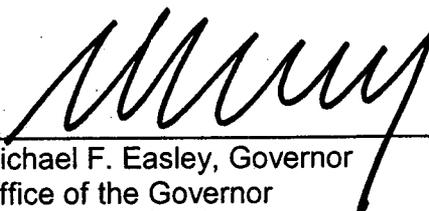
**APPROVAL RECOMMENDED**

  
Margaret Johnson, Chief Records Officer  
Office of the Governor

  
John Merritt, Senior Advisor  
Policy and Communications

  
David J. Olson, Director  
Division of Historical Resources

**APPROVED**

  
Michael F. Easley, Governor  
Office of the Governor

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

February 12, 2002

LRM

**OFFICE OF THE GOVERNOR  
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**ITEM 21720. SUBJECT FILE.**

Records in paper and electronic formats concerning subjects of interest to the office. File includes briefings, drafts, correspondence, reports, and other related records. File also includes records concerning the Executive Cabinet.

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 when reference value ends, but no later than the end of the Governor's term, to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 34563. CORRESPONDENCE FILE.**

Reference copies of correspondence in paper and electronic formats sent by the office.

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 when reference value ends, but no later than the end of the Governor's term, to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 34576. INVITATIONS (DECLINED) FILE.**

Invitations received by the Chief of Staff that were declined.

DISPOSITION INSTRUCTIONS: Transfer paper records when reference value ends, but no later than the end of the Governor's term, to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 46029. NATIONAL GOVERNORS ASSOCIATION FILE.**

Records in paper and electronic formats concerning participation in the National Governor's Association. File includes meeting notes, correspondence, reports, and other related records. File also includes records concerning preparations for hosting conferences.

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 when reference value ends, but no later than the end of the Governor's term, to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 46030. SECURITY BACKUPS (ELECTRONIC) FILE.**

Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.