

OFFICE OF THE LIEUTENANT GOVERNOR

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.

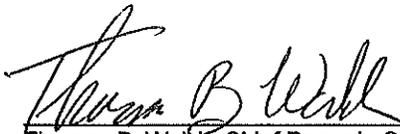
The Office of the Lieutenant Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Lieutenant Governor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (Issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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

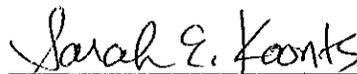
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Thomas B. Walsh, Chief Records Officer
Office of the Lieutenant Governor



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Walter H. Dalton, Lieutenant Governor
Office of the Lieutenant Governor



Linda A. Carlisle, Secretary
Division of Historical Resources

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ITEM 2466. BOARDS AND COMMISSIONS FILE.

Records in paper and electronic formats concerning various boards and commissions on which the Lieutenant Governor serves. File includes records of appointments, lists of appointees, correspondence, including e-mail, oaths of office, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

ITEM 2467. APPOINTMENTS FILE.

Records in paper and electronic formats, including e-mail, concerning the Lieutenant Governor's contact with various organizations. File includes appointment schedules, memorandums, correspondence, including e-mail, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

ITEM 2469. SENATE COMMITTEE FILE.

Reference copies of records concerning the appointment of state senators to serve on senate committees for each legislative session.

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives.

ITEM 2470. CORRESPONDENCE FILE.

Records in paper and electronic formats concerning legislation, state agencies, and other matters. File includes correspondence, including e-mail, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

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ITEM 2471. COUNTY FILE.

Correspondence in paper and electronic formats from citizens of North Carolina to the Lieutenant Governor. File includes letters and requests received by the Lieutenant Governor from citizens and school children and official replies. Records are arranged alphabetically by county. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Records transferred to Correspondence File (Item 2470). Transfer records currently held in the State Records Center immediately to the custody of the Archives.

ITEM 2472. LEGISLATORS CORRESPONDENCE FILE.

Correspondence with present and former state legislators. File includes press releases and related material.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Correspondence File (Item 2470).

ITEM 2473. PRESS CLIPPINGS FILE.

Reference copies of press clippings concerning the Lieutenant Governor and the General Assembly obtained from clipping service and individuals.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center immediately.

ITEM 2474. SPEECHES FILE.

Official speeches in paper, including handwritten notes, and electronic formats given by the Lieutenant Governor and staff to various organizations and/or groups of individuals.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

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ITEM 14555. LIEUTENANT GOVERNOR'S SCHEDULE FILE.

Official daily schedules in paper and electronic formats of the Lieutenant Governor's activities. File includes speaking engagements, electronic calendar, official appearances connected with the office, memorandums, correspondence, including e-mail, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

ITEM 14556. INVITATIONS (ACCEPTS AND DECLINES) FILE.

Records in paper and electronic formats concerning invitations extended to the Lieutenant Governor from individuals and organizations. File includes acceptance or declination of each invitation, itineraries, schedules of events, correspondence, including e-mail, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

ITEM 14559. PERSONNEL FILE.

Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the Department of Administration Personnel Office 1 year after employee terminates service to be incorporated into official personnel file.

ITEM 14561. LEGISLATIVE SESSION FILE.

Correspondence and other records in paper and electronic formats, including e-mail, pertaining to each session of the General Assembly.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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ITEM 14562. PHOTOGRAPH FILE.

Photographic prints and electronic images of the Lieutenant Governor with various officials and individuals.

DISPOSITION INSTRUCTIONS: Transfer prints and electronic images to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

ITEM 14565. LEGISLATIVE BILLS FILE.

Reference copies of pending and enacted bills from each session of the North Carolina Legislature.

DISPOSITION INSTRUCTIONS: Item discontinued. Records no longer created.

ITEM 45449. ISSUES RESEARCH FILE.

Records in paper and electronic formats concerning current issues and legislative topics addressed to and received by the Lieutenant Governor. File includes correspondence, including e-mail, drafts, meeting notes, articles, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Lieutenant Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

ITEM 46102. HISPANIC OUTREACH FILE.

Records in paper and electronic formats concerning the Hispanic Latino Community in North Carolina. File includes lists of Hispanic Organizations, churches, radio stations, publications, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Correspondence File (Item 2471).

ITEM 46103. SECURITY BACKUP (ELECTRONIC) FILE.

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

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.