

OFFICE OF THE LIEUTENANT GOVERNOR

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

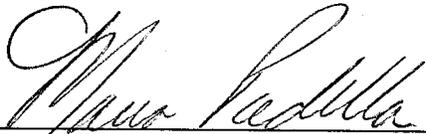
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 This schedule is to remain in effect until superseded.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



Maria Padilla, Chief Records Officer
Office of the Lieutenant Governor

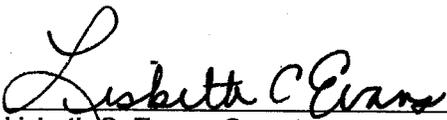


David J. Olson, Director
Division of Historical Resources

APPROVED



Beverly Perdue, Lieutenant Governor
Office of the Lieutenant Governor



Lisbeth C. Evans, Secretary
Department of Cultural 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, oaths of office, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2467. APPOINTMENTS FILE.

Records in paper and electronic formats concerning the Lieutenant Governor's contact with various organizations. File includes appointment schedules, memorandums, correspondence, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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 to the State Records Center when 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.

ITEM 2470. CORRESPONDENCE FILE.

Records in paper and electronic formats concerning legislation, state agencies, and other matters. File includes correspondence, memorandums, reports, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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: 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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 2472. LEGISLATORS CORRESPONDENCE FILE.

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

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when 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.

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: Destroy in office after 5 years. Destroy records currently held in the State Records Center 5 years from date received.

ITEM 2474. SPEECHES FILE.

Official speeches in paper and electronic formats given by the Lieutenant Governor and staff to various organizations and/or groups of individuals. . (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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, official appearances connected with the office, memorandums, correspondence, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred 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, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred 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.

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ITEM 14561. LEGISLATIVE SESSION FILE.

Correspondence and other records in paper and electronic formats pertaining to each session of the General Assembly.

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 to the State Records Center when 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.

ITEM 14562. PHOTOGRAPH FILE.

Photographs of the Lieutenant Governor with various officials and individuals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when 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.

ITEM 14565. LEGISLATIVE BILLS FILE.

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

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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, drafts, meeting notes, articles, reports, and other related records. (File maintenance and backup procedures are conducted by Office of the Lieutenant Governor, Local Area Network (LAN) Administrator).

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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred 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: 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 to the State Records Center when term expires. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 46103. SECURITY BACKUP (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 those records are damaged or inadvertently erased. File also includes logs, directories, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.