

OFFICE OF THE STATE CONTROLLER  
ADMINISTRATION  
COMMUNICATION, GOVERNMENT RELATIONS, POLICY & PLANNING

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.

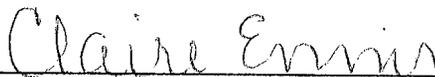
The Office of State Controller and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use 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 State Controller 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

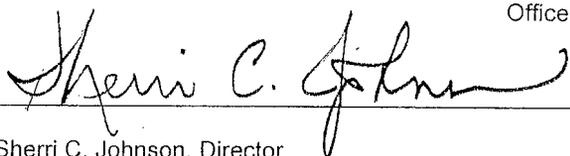
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Claire Ennis, Chief Records Officer  
Office of the State Controller



Sherri C. Johnson, Director  
Communications, Government Relations, Policy & Planning



David Brook, Director  
Division of Historical Resources

APPROVED



David T. McCoy, State Controller  
Office of the State Controller



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 48671. STYLE GUIDE FILE.**

Manual in electronic format used by the office to provide guidelines for the style of documents issued or published by the State Controller's Office.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 48672. CRISIS COMMUNICATION GUIDE FILE.**

Manual in electronic format used to provide guidelines for measures and actions to be taken in response to a crisis situation in the State Controller's Office. Manual provides direction and instructions for communicating with the press regarding crisis situations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 48673. INFORMATION & BACKGROUND GUIDE FILE.**

Manual in electronic format providing history of and statutory responsibilities for the Office of the State Controller.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 48674. POLICIES & PROCEDURES MANUAL FILE.**

Manual in electronic format to provide uniform policies and procedures for the Office of State Controller. Manual covers policies for communicating with media, employee orientation, and a variety of other office-related policies and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 48675. OSCAR NEWSLETTER FILE.**

Newsletter in electronic format issued quarterly by the office to apprise and update stakeholders of of current activities of the Office of the State Controller.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 48676. EMPLOYEE INQUIRIES FILE.**

Records in paper and electronic formats of correspondence, telephone calls from employees regarding concerns or problems with pay or leave balances as maintained by the Beacon H/R Payroll System. File includes letters, faxes, emails, notes about and responses to employees' inquiries. (Comply with applicable provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received and notes taken of telephone calls. Destroy in office paper copies of scanned records when all quality control procedures have been completed. Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records dated August 31, 2009, which requires that e-mail be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 1 year after resolution of employee inquiry, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.