

STATE BOARD OF ELECTIONS

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

STATE BOARD OF ELECTIONS

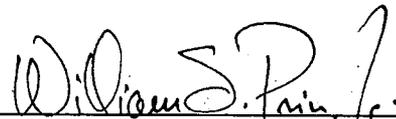
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

STATE BOARD OF ELECTIONS

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 This schedule is to remain in effect until superseded.

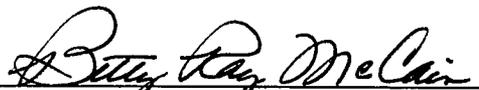
APPROVAL RECOMMENDED


Yvonne L. Southerland, Deputy Director
Campaign Reporting Office


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Gary O. Bartlett, Executive Secretary-Director
State Board of Elections


Betty Ray McCain, Secretary
Department of Cultural Resources

October 14, 1994

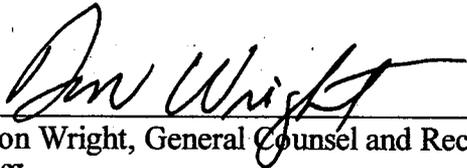
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

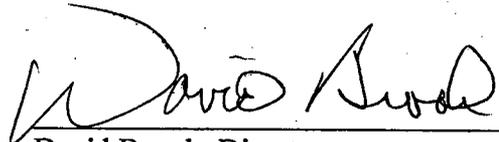
STATE BOARD OF ELECTIONS
DIRECTOR'S OFFICE

Amend the program records retention and disposition schedule approved October 14, 1994 by adding Items 47483 and 47487 as shown on substitute page dated September 9, 2005.

APPROVAL RECOMMENDED



Don Wright, General Counsel and Records
Officer
State Board of Elections

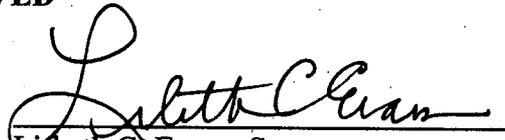


David Brook, Director
Division of Historical Resources

APPROVED



Gary O. Bartlett, Executive Director
State Board of Elections



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 9, 2005

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... ABOUT THIS RECORDS DISPOSITION SCHEDULE ...

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will help ensure conformity with these laws and that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

This schedule was prepared by:

Frank Holt, Records Management Analyst I
Division of Archives and History
Archives and Records Section, Records Services Branch
215 North Blount Street
733-3540

Please contact Mr. Holt about any questions regarding this schedule.

**STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE**

ITEM 3285. CAMPAIGN REPORTS-NORTH CAROLINA CANDIDATES (STATEWIDE) FILE.

Microfilm of campaign reports filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes, by candidates for statewide offices (Governor, Lieutenant Governor, and Council of State) for elections through 1988. Records dated after 1988 are arranged alphabetically by name and are filed under Campaign Reports-North Carolina Candidates (Paper) File (Item 35814).

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 3286. CAMPAIGN REPORTS-NORTH CAROLINA CANDIDATES (STATE SENATE AND STATE HOUSE OF REPRESENTATIVES) FILE.

Microfilm of campaign reports filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes, by candidates for State Senate and State House of Representatives for elections through 1988. Records dated after 1988 are arranged alphabetically by name and are filed under Campaign Reports-North Carolina Candidates (Paper) File (Item 35814).

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 3287. CAMPAIGN REPORTS-NORTH CAROLINA CANDIDATES (JUDICIAL) FILE.

Microfilm of campaign reports filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes, by candidates for (1) N.C. Supreme Court, (2) N.C. Court of Appeals, (3) Superior Court, (4) District Court, and (5) District Attorney for elections through 1988. After 1988, all paper and microfilm records are arranged alphabetically by name and are filed under Campaign Reports-North Carolina Candidates (Paper) File (Item 35814).

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 3289. CAMPAIGN REPORTS-NORTH CAROLINA GENERAL POLITICAL COMMITTEES (PRIOR 1989) FILE.

Microfilm of campaign reports filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes by general political committees supporting and opposing candidates for statewide offices, federal offices (State Senate and State House of Representatives), and judicial offices through 1988. (Reports subsequent to 1988 are located in Campaign Reports-North Carolina General Political Committees (Since 1989) File, Item 36745.)

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 3292. CAMPAIGN REPORTS-NORTH CAROLINA POLITICAL PARTY COMMITTEE (PRIOR 1989) FILE.

Microfilm of campaign reports filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes by political party committees supporting or opposing candidates for statewide offices, State Senate and State House of Representatives, and for judicial offices through 1988. (Reports subsequent to 1988 are located in Campaign Reports-North Carolina Political Party Committees (Since 1989) File, Item 36746.)

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

**STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE**

ITEM 3293. CAMPAIGN REPORTS-FEDERAL CANDIDATES (U.S. SENATE AND U.S. HOUSE OF REPRESENTATIVES) FILE.

Microfilm of federal campaign reports filed with Federal Election Commission in Washington, D.C. and this agency by candidates for federal offices in North Carolina (U.S. Senate and U.S. House of Representatives) for elections through 1988. Records dated after 1988 are arranged alphabetically by name and are filed under Campaign Reports-North Carolina Candidates (Paper) File (Item 35814). (Official copies are maintained by the Federal Election Commission.)

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 3294. CAMPAIGN REPORTS-FEDERAL CANDIDATES (PRESIDENT AND VICE PRESIDENT) FILE.

Microfilm of campaign reports filed with Federal Election Commission in Washington, D.C. and this agency by candidates for presidential and vice presidential elections through 1988. Reports are arranged alphabetically by candidates' names. Records dated after 1988 are arranged alphabetically by candidates' names and by names of political committees and are filed under Campaign Reports-Federal Candidates and Federal Political Committees File (Item 36743).

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 3295. CAMPAIGN REPORTS-FEDERAL POLITICAL COMMITTEES (BASED IN N.C.) FILE.

Microfilm of federal election reports filed by federal political committees based in North Carolina (and registered with the Federal Election Commission, Washington, D.C.) who file copies of federal reports with this agency for elections through 1988. Records dated after 1988 are arranged alphabetically by candidates' names and by names of political committees and are filed under Campaign Reports-Federal Candidates and Federal Political Committees File (Item 36743) (Official copies are maintained by the Federal Election Commission.)

DISPOSITION INSTRUCTIONS: Retain in office microfilm permanently. Transfer security copies of microfilm currently stored in the security vault immediately to the custody of the Archives.

ITEM 21070. CAMPAIGN REPORTS-FEDERAL POLITICAL COMMITTEES (NOT BASED IN N.C.) FILE.

Reference copies of federal campaign reports filed by federal committees registered with the Federal Election Commission, Washington, D.C. who file copies of federal reports with this agency. (Official copies are maintained by the Federal Election Commission.) (File is arranged alphabetically by political committee.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Campaign Reports-Federal Candidates and Federal Political Committees File (Item 36743).

**STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE**

ITEM 21071. CAMPAIGN REPORTS-NORTH CAROLINA FINANCIAL ANALYSIS (PRINTOUTS) FILE.

Reports concerning analysis of each campaign committee's finances. Reports include names of candidates, names of general political committees, names of political committees, years of elections, amounts of contributions and expenditures, and other related data. Paper copies of analysis reports are available from 1974-1988. Computer printouts are available since 1989.

DISPOSITION INSTRUCTIONS: Transfer paper copies of analysis from 1974-1988 to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer final computer printouts of each financial analysis since 1989 to the State Records Center after each subsequent election to be microfilmed for the Archives. Microfilmed paper records will be destroyed in the State Records Center after quality control procedures are completed. Destroy in office remaining printouts when administrative value ends.

ITEM 21072. RULES, REGULATIONS, AND OPINIONS FILE.

Rules and regulations concerning the operation of the Campaign Reporting Office and written rulings of the Executive Secretary-Director. (File is arranged numerically by general statute.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35814. CAMPAIGN REPORTS-NORTH CAROLINA CANDIDATES (PAPER) FILE.

Campaign reports filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes by candidates for statewide, district, and federal offices; State Senate and State House of Representatives; and judicial offices for elections after 1988. Reports include names of candidates, names of elected offices, amounts of contributions and expenditures, and other related information. Names of candidates, names of elected offices, amounts of contributions and expenditures, and other related information for statewide and district offices are entered into Campaign Reports-North Carolina Database (Electronic) File (Item 36744) immediately upon receipt and routinely updated. (Reports for elections prior 1989 were previously transferred to the State Records Center and microfilmed under Items 3285, 3286, 3287, and 3293).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after each subsequent election to be microfilmed for the Archives. Microfilmed paper records will be destroyed in the State Records Center after quality control procedures are completed.

ITEM 35815. PUBLICATIONS FILE.

Publications produced by the State Board of Elections. File includes the N.C. Regulations of Election Campaigns, Election Laws of North Carolina, and newsletters.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

**STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE**

ITEM 35816. ALL RECORD REPORTS (PRINTOUTS) FILE.

Computer printouts produced from Campaign Reports-North Carolina Database (Electronic) File (Item 36744) and listing Campaign Financial Reports received from candidates or committees since 1974. Printouts include names of candidates, names of committees, years of elections, names of elected offices, names of candidates' political districts and party affiliations, total amounts of contributions and expenditures, and years when records were transferred to the State Records Center.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after each subsequent election to be microfilmed for the Archives. Microfilmed paper records will be destroyed in the State Records Center after quality control procedures are completed.

ITEM 36743. CAMPAIGN REPORTS-FEDERAL CANDIDATES AND FEDERAL POLITICAL COMMITTEES FILE.

Reference copies of federal campaign reports filed by candidates for president and vice president, reference copies of federal election reports filed by federal political committees based in North Carolina, and federal election reports filed by federal political committees not based in North Carolina. Reports include names of candidates, names of federal political committees, and other related information. (Original records are filed with the Federal Election Commission. File is arranged alphabetically by candidates' names and by name of political committee. Previous transfers to the State Records Center are identified under Items 3294, 3295, and

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after each subsequent election.

ITEM 36744. CAMPAIGN REPORTS-NORTH CAROLINA DATABASE (ELECTRONIC) FILE.

Machine readable records concerning candidates for elected statewide and district offices, general political committees, and political party committees since 1989. Electronic file includes names of candidates, names of general political party committees, names of political party committees, years of elections, amounts of contributions and expenditures, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an offsite location for backup storage. Agency representative will update periodically. Transfer a reference copy on floppy disk to the State Records Center 2 years after each subsequent election for immediate transfer to the custody of the Archives.

ITEM 36745. CAMPAIGN REPORTS-NORTH CAROLINA GENERAL POLITICAL COMMITTEES (SINCE 1989) FILE.

Campaign reports concerning elections after 1988 filed pursuant to provisions of Article 22A, Chapter 163 of the N.C. General Statutes by general political committees for statewide and federal offices, State Senate and State House of Representatives, and judicial offices. Reports include names of general political committees, names of elected offices, amounts of contributions and expenditures, and other related information. Names of general political committees, names of the elected offices, amounts of contributions and expenditures, and other related information are entered into Campaign Reports-North Carolina Database (Electronic) File (Item 36744) immediately upon receipt and routinely updated. (Reports for elections prior 1989 were previously transferred to the State Records Center and microfilmed under Item 3289.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after each subsequent election to be microfilmed for the Archives. Microfilmed paper records will be destroyed in the State Records Center after quality control procedures are completed.

**STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE**

**ITEM 36746. CAMPAIGN REPORTS-NORTH CAROLINA POLITICAL PARTY COMMITTEES (SINCE 1989)
FILE.**

Campaign reports concerning elections after 1988 filed pursuant to provisions of Article 22A, Chapter 1963 of the N.C. General Statutes by political party committees for statewide and federal offices, State Senate and State House of Representatives, and judicial offices. Reports include names of political party committees, names of elected offices, amounts of contributions and expenditures, and other related information. Names of political party committees, names of elected offices, amount of contributions and expenditures, and other related information are entered into Campaign Reports-North Carolina Database (Electronic) File (Item 36744) immediately upon receipt and routinely updated. (Reports for elections prior 1989 were previously transferred to the State Records Center and microfilmed under Item 3292.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after each subsequent election to be microfilmed for the Archives. Microfilmed paper records will be destroyed in the State Records Center after quality control procedures are completed.

**STATE BOARD OF ELECTIONS
DIRECTOR'S OFFICE**

ITEM 3266. ATTORNEY GENERAL'S OPINIONS FILE.

Opinions and rulings of the Attorney General relating to election laws.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 3267. COUNTY BOARDS OF ELECTIONS CORRESPONDENCE FILE.

Routine correspondence with county election board members concerning election information. File includes notices requesting approval of balloting forms used in county elections. (File is arranged by county and then by year.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3268. REGISTRATION STATISTICS, NOTICES, AND BULLETINS FILE.

Political and racial designations statistical information concerning registered voters. File also includes notices and bulletins to 100 county boards of elections regarding election matters. (File is arranged by election year, by county, and then by topic.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3269. CERTIFICATION OF ELECTION RESULTS FILE.

Reference copies of certifications of election results for federal, statewide, and district offices, and constitutional amendments and propositions. Certifications include dates when results were certified, years of elections, number of votes cast, and other related information. (Certified original records are filed with the Department of Secretary of State.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 3270. PRIMARY AND GENERAL ELECTION FILE.

Audit sheets of county results, ballots and abstract forms, and elections return forms.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Certifications of Results of Elections File (Item 3269).

ITEM 3271. NOTICE OF CANDIDACY FILING FILE.

Statements filed by candidates for political office for national, statewide, and district offices.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3273. PETITIONS FOR UNAFFILIATED CANDIDATE FILE.

Petitions of candidates filing for office who are seeking placement on general election ballot and are not affiliated with a political party.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3276. PETITIONS FOR NEW PARTIES FILE.

Petitions for new political parties filed by citizens.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**STATE BOARD OF ELECTIONS
DIRECTOR'S OFFICE**

ITEM 3278. TRANSCRIPTS OF HEARINGS FILE.

Transcripts of hearing proceedings of the State Board of Elections.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after case is closed. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3279. INVESTIGATIONS FILE.

Records concerning investigations of election violations referred by county boards of elections to the State Board of Elections. File includes complaints, court orders, results of public hearings, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives 16 years from date received. Transfer subsequent records to the State Records Center 4 years after case is closed. Records will be held for agency in the State Records Center 16 additional years and then transferred to the custody of the Archives.

ITEM 3280. STATE BOARD OF ELECTIONS MINUTES FILE.

Official minutes of the State Board of Elections. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer certified copies of original minutes to the State Records Center immediately to be microfilmed for security storage. Paper records will be destroyed in the State Records Center after microfilming. Transfer original minutes to the State Records Center when reference value ends. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a certified copy of subsequent minutes to the State Records Center for security storage after each meeting.

ITEM 3281. PERSONNEL FILE.

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

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

ITEM 21073. MUNICIPALITIES IN NORTH CAROLINA FILE.

Correspondence and regulations concerning municipal elections conducted by municipalities and by county governments.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21074. CORRESPONDENCE (REFERENCE) FILE.

Correspondence received from various state and federal agencies. File includes reference copies of leases entered into by the board concerning the rental of office space.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21075. VOTING MACHINE COMPANIES FILE.

Records concerning voting machine systems approved for use in North Carolina. File includes requests for equipment product reviews, equipment certifications, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends 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.

**STATE BOARD OF ELECTIONS
DIRECTOR'S OFFICE**

ITEM 21076. ADMINISTRATIVE FILE.

Records concerning the administration of the office. File includes rules, regulations, and administrative procedures act for the State Board of Elections.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21077. ATTORNEY GENERAL'S OPINIONS FILE.

Reference copies of Attorney General's opinions and rulings.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Attorney General's Opinions File (Item 3266).

ITEM 21078. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) FILE.

Payroll registers, operating journals, computer printouts, and other related records concerning financial transactions of the State Board of Elections.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 30620. VOTING RIGHTS ACT PRECLEARANCE LETTERS AND DOCUMENTS (SUBMISSIONS) FILE.

Submissions of N.C. legislative changes that are required to be filed for the General Assembly by the State Board of Elections with the U.S. Department of Justice. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer certified copies of original submissions to the State Records Center immediately to be microfilmed for security storage. Paper records will be destroyed in the State Records Center after microfilming. Transfer original submissions to the State Records Center when reference value ends. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a certified copy of subsequent submissions to the State Records Center for security storage after each meeting.

ITEM 35813. ABSTRACTS OF MUNICIPAL AND SPECIAL ELECTIONS FILE.

Certified reference copies of abstracts of municipal and special district elections. Abstracts include the total number of votes cast for each office or issue. (Abstracts are prepared in accordance to provisions of G.S. 163-300. Original records are maintained by the local board of elections office conducting the election.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after each subsequent election for each elected office 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.

ITEM 36747. DEPARTMENT ACCOUNTING SYSTEM (DAS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning financial transactions of the State Board of Elections. Electronic file includes amounts of deposits, dates of transactions, names of payees, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an offsite location for backup storage. Agency representative will update periodically. Erase in office floppy disks after 4 years and when released from all audits, whichever occurs later.

**STATE BOARD OF ELECTIONS
DIRECTOR'S OFFICE**

ITEM 36748. PUBLICATIONS FILE.

Publications produced by the State Board of Elections. File includes Registration Statistics and newsletters.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

ITEM 36749. RULES, REGULATIONS, AND OPINIONS FILE.

Rules and regulations concerning the administration of elections and supervision of elections conducted by county boards of elections and written rulings of the State Board of Elections and the Executive Secretary-Director. (File is arranged numerically by General Statute).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 47487. VOTER REGISTRATION DIVISION OF MOTOR VEHICLES DATABASE (ELECTRONIC) FILE.

Electronic records concerning voter registration applications received from the Department of Transportation. Electronic file includes Division of Motor Vehicles (DMV) generated voter applications and voter signatures. Data is entered into this database extracted from the Division of Motor Vehicles database. (File maintenance and backup procedures conducted by the Information Technology Support Division.) (Comply with applicable provisions of G.S. 163-82.10(d) regarding voter registrations under protective orders.) Amended 9-09-05

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 5 years after voter is classified as Removed.

ITEM 47537. VOTER REGISTRATION DATABASE (ELECTRONIC) FILE.

Electronic records concerning voter registration applications received from statewide voter registration systems. Electronic file includes voter application forms, correspondence, supporting data, electronic reports, and other related data. Data is entered into this database from the counties. (File maintenance and backup procedures conducted by the Information Technology Support Division.) (Comply with applicable provisions of G.S. 163-82.10(d) regarding confidentiality of voter registration records under protective orders.) Amended 9-09-05

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 5 years after voter is classified as Removed.