RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY MANAGEMENT

Issued By:

NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
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North Carolina Department of Cultural Resources
Division of Archives and Records
State Archives of North Carolina
Government Records Section

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County Management
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 provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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 are not authorized to be destroyed.***

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction *"destroy when administrative value ends."* If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction *"destroy when administrative value ends."*

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Chief Administrative Officer/ County Manager	Sarah E. Koonts, Director Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners	Susan W. Kluttz, Secretary Department of Cultural Resources

County: _____

April 15, 2013

EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your county is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate records series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all county employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this "records retention and disposition schedule"?

A. This document is a tool for the employees of county governments across the state to use when managing the records in their offices. It lists records commonly found in county offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your county and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get it approved?

A. This schedule must be approved by the County Board of Commissioners for use in your county. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Do I have to have all of the records listed on this schedule?

A. No. This is not a list of records you must have in your office.

Q. What is the definition of "administrative value"?

A. Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen "administrative value" as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)

Q. What do I do with routing slips, fax cover sheets, reference copies, memory aids, reservations and confirmations, etc.?

A. According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

Q. Do the standards correspond to the organizational structure of my county?

A. Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your county, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule's organization is to provide an easy reference guide for the records created in your county.

Q. I can't find some of my records on this schedule.

A. Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the "search box" function on the PDF version of the schedule. If you still cannot locate your records on the schedule, then contact the Records Management Analyst assigned

to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

Q. What are public records?

A. The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

> "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Can anyone see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

> "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. … No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Do I have to make copies of drafts available to the public that haven't been approved?

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy.

Q. What is historical value?

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the Records Management Analyst assigned to your county for further assistance.

Q. I don't have any records.

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. May I store our unused records in the basement (attic, outdoor shed)?

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all of our old records at the State Archives of North Carolina?

A. Probably not. The State Archives of North Carolina collects only very specific types of records from county offices. Contact the Records Management Analyst assigned to your county for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I have found some really old records. What should I do with them?

A. Call the Records Management Analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Who can I call with questions?

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION
AND OTHER OFFICIAL ACTION

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or maybe subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 7, page 2 and **AUDITS: FINANCIAL** Item 6, page 22.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

Per 26 CFR 1.148-5(d)(6)(iii)(E), retain all documents related to a financing, including those related to construction or purchase of the financed asset, for the life of the debt plus 3 years.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question above, "***What should I do with permanent records?***")

Q. How do I destroy records?

A. After your county has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated;
e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request for Disposal of Unscheduled Records** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. Do I have to tell anyone about the destruction?

A. We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

ELECTRONIC RECORDS:
EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my email?

A. Email is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy email simply because storage limits have been reached.** Some examples of email messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

From the Department of Cultural Resources E-Mail Policy (Revised July 2009), available at the State Archives of North Carolina website

Other publications will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

Q. May I print my email to file it?

A. We do not recommend printing email for preservation purposes. Important metadata is lost when email is printed.

Q. I use my personal email account for work. No one can see my personal email.

A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

Q. We have an imaging system. Do we have to keep the paper?

A. You may scan any record, including permanent records. You will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your office should follow our guidelines, available on the State Archives of North Carolina website. Contact the Records Management Analyst assigned to your county for further instructions on how to develop a compliant Electronic Records Policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's **Human-Readable Preservation Duplicate Policy** (G.S. §132-8.2):

> Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records?

A. The following documents are available on the State Archives of North Carolina website:

- Best Practices for Cloud Computing: Records Management Considerations
- Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
- Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
- Best Practices for File Naming
- Best Practices for Social Media Usage in North Carolina
- Guidelines for Digital Imaging Systems
- Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

GEOSPATIAL RECORDS

Q. Why should GIS datasets be retained and preserved?

A. Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies, and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

A. The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes.

Consult **STANDARD-7: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS** for additional records series.

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

A. Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

A. Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at http://www.ncgicc.com/

You should also comply with guidelines and standards issued by the State Archives of North Carolina and available on its website.

Q. Who should be responsible for creation and long-term storage of archived data?

A. The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45.1 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. The State Archives of North Carolina provides a publication, *Micrographics: Technical and Legal Procedures,* on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a county. We will also film records of adoptions for your Social Services agency. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your county for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Minutes for Microfilming** form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they're being filmed?

A. Call the Raleigh Office at (919) 807-7350, and ask for the Records Management Analyst in charge of minutes microfilming.

Q. Can I send you my minutes electronically?

A. We are working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.

Q. I have some old minutes that aren't signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my books are destroyed after they have been filmed?

A. Call the Records Management Analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7353 for the Head of the Government Records Section or (919) 807-7339 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your county.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact your Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:

- **Managing Public Records in North Carolina** – our basic introduction to the Public Records law and records management;
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
- **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens.

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let the Records Management Analyst assigned to your county know what type of training you need.

Q. Do we have to come to Raleigh for workshops?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

Q. Is there a fee for workshops?

A. Not at this time.

Q. Are the workshops available in an online format?

A. Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including:

- **Managing Public Records for Local Agencies**: Our basic introduction to the Public Records law and records management.
- **Managing Your Inbox: Email as a Public Record**: Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
- **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls**: More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of county offices.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	Retain in office official copy permanently.	
2.	**AGENDA AND MEETING PACKETS FILE** Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. See also **MINUTES OF PUBLIC BODIES** item 34, page 8.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.† Agency Policy: Destroy in office after 1 year	
3.	**APPLICATIONS FOR APPOINTMENT** Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.	a) Destroy in office records concerning individuals appointed 1 year after expiration of term. b) Destroy in office remaining records after 1 year.	
4.	**APPOINTMENTS REPORTING RECORDS** Includes public boards, commissions, councils, and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1
5.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	
7.	**AUDITS: PERFORMANCE** Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also **AUDITS: FINANCIAL** item 6, page 22.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
8.	**BUSINESS DEVELOPMENT SUBJECT FILES**	Destroy in office after 3 years or when superseded.	
9.	**BULLETINS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 days	
10.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
11.	**CENSUS PROJECT FILE** Records created to assist the U.S. Census Bureau and county agencies with the decennial census.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 10 years	
12.	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS** Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. May include petitions signed by citizens requesting action or routine requests for service or information.	Destroy in office 1 year after resolution.*	
14.	**CITIZEN REBATE PROGRAM RECORDS** Applications, receipts, and related records concerning rebate programs sponsored by the county. These records document programs that citizens may opt into and incentivize actions such as, but not limited to, installing water efficient toilets.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when administrative value ends.† Agency Policy: Destroy in office after 1 year	
15.	**CITIZEN SURVEYS** Surveys and related records addressing county services, policies, and other concerns.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
16.	**COMPREHENSIVE PLAN** Long-range plan outlining policies, guidelines and plans for future development of the county. Includes but is not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**CONFERENCES AND WORKSHOPS FILE** Records concerning conferences and workshops conducted or attended by county employees. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 78.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	
18.	**CORRESPONDENCE AND MEMORANDA** Administrative and management correspondence/memoranda, including email, written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling email, see **Electronic Records and Digital Imaging** page viii.	a) Transfer after 3 years correspondence, including email, with historical value to the **HISTORIES FILE** item 29, page 7. b) Destroy routine administrative correspondence and memoranda when administrative value ends.† Agency Policy: Destroy in office after 30 days c) Destroy in office remaining records after 3 years. *Retention Note: The correspondence, including email, of the county manager and department heads have historical value and should be retained.*	
19.	**CUSTOMER CALL CENTER RECORDINGS** Recordings made of calls to customer service centers for quality assurance and training purposes.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
20.	**EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records concerning the maintenance, repair, routine testing, and inspection of county owned equipment and vehicles. See also **GRANTS** item 28, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year. b) Destroy in office billing records after 3 years.* c) Retain for life of equipment and vehicles records documenting all other maintenance and repairs.	
21.	**EQUIPMENT AND VEHICLE REFERENCE FILE** Includes operation, specification, and technical manuals, brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
22.	**EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS** Records concerning the assignment, request, and usage of county assets. May include mileage and checkout logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of county owned property.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
23.	**FACILITY ACCESSIBILITY FILE** Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence (including email), resolutions, and solutions to access problems.	Destroy in office after 5 years.*	29 CFR 1602

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
24.	**FUND DRIVE AND EVENT RECORDS** Records concerning the promotion and organization of fund drives and other special events in which the county participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
25.	**GOALS AND OBJECTIVES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
26.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	
27.	**GRANT PROPOSALS** Proposals submitted for grants. May include applications, correspondence (including email), and other related records.	a) Transfer records concerning approved grants to **GRANTS** item 28, page 6 if approved. b) Destroy in office rejected or withdrawn grant proposals when administrative value ends.† Agency Policy: Destroy in office after 30 days	
28.	**GRANTS** Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also **GRANTS: FINANCIAL** item 36, page 26.	a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.* b) Destroy in office records relating to specific continuing grants 5 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.	09 NCAC 03M.0703

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
29.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the county and its employees. May include published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
30.	**INDEX FILE** Listing of where specific information can be found.	Destroy in office when superseded or obsolete.	
31.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 days	
32.	**MAIL: UNDELIVERABLE/RETURNED** Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing email returned for any reason.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 days	
33.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends.† Agency Policy: Destroy in office after 30 days	Comply with applicable provisions of G.S. §132-1.13 regarding confidentiality of electronic mailing lists and G.S. §132-1.12 regarding confidentiality of juvenile records.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**MINUTES OF PUBLIC BODIES** As defined by § 143-318.10 (b), includes official and reference copies of the minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after 1 year	G.S. § 143-318.10
35.	**MINUTES (STAFF MEETINGS)** Minutes of meetings, including all referenced and attached documentation. See also **MINUTES OF PUBLIC BODIES** item 34, page 8.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	G.S. § 143-318.10(c)
36.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules. See also **AFFIDAVITS OF PUBLICATION** item 1, page 63.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
37.	**OFFICE SECURITY RECORDS** Records concerning the security of county offices, facilities, vehicles, equipment, and personnel. May include visitor register, security, employee or contractor access to facilities or resources, and surveillance system reports and recordings.	a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation. b) Destroy in office all remaining records after 1 year.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
38.	**ORDINANCES** Includes code of ordinances and ordinance development records. See the **Microfilm** section on page xi for instructions on microfilming.	a) Retain official copy permanently. b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends.† Agency Policy: Destroy in office after 1 year c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.† Agency Policy: Destroy in office after 1 year	
39.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other records when superseded or obsolete.	
40.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
41.	**PEST CONTROL RECORDS** Records concerning county pest eradication programs.	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
42.	**PLANNING AND DEVELOPMENT FILE** Records concerning the formulation, planning, and adoption of policies, procedures, and functions of the county and its departments.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative valve ends.† Agency Policy: Destroy in office after 1 year	
43.	**PROCLAMATIONS AND ORDERS** Proclamations and orders issued by the county board of commissioners.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative valve ends.† Agency Policy: Destroy in office after 1 year	
44.	**PROJECTS FILE** Includes project correspondence, including email, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds, and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
45.	**PROPERTY INVENTORIES** Inventories describing the type of property (including equipment and facilities), its location, issuance to employees, and related information.	Destroy in office when superseded or obsolete.	
46.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, speaker sign-up sheets, and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
47.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to county records.	Destroy in office 2 years after resolution.*	
48.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals, and newspapers, whether printed or electronic.	Destroy in office when superseded or obsolete.	
49.	**QUARTERLY UTILIZATION REPORTS** Reports relating to county business and economic development programs.	Destroy in office 1 year after submission of report.	
50.	**RATE AND FEE SCHEDULES** Records relating to rates, fees, and regulations concerning county services.	Destroy in office when superseded or obsolete.	
51.	**RECORDS MANAGEMENT FILE** Includes correspondence, including email, with state and/or federal agencies with regards to records retention. Also includes records disposition documentation and copies of records retention and disposition schedules.	a) Retain in office records concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
52.	**REFERENCE (READING) FILE** Subject files containing informational copies of records organized by areas of interest.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
53.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by a county or prepared by consultants hired by the county.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain in office reports and studies prepared by request of a county's governing body or a court permanently. c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years. d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis, after 1 year. e) Destroy in office remaining reports and studies when administrative value ends.† Agency Policy: Destroy in office after 1 year *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
54.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also **BIDS FOR PURCHASE** item 9, page 22.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years after project completion.	
55.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
56.	**RESOLUTIONS** File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the **Microfilm** section on page xi for instructions on microfilming.	a) Retain one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends.† Agency Policy: Destroy in office after 1 year c) Destroy in office development records when administrative value ends.† Agency Policy: Destroy in office after 1 year	
57.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
58.	**TELEPHONE USAGE LOGS AND REPORTS**	a) Destroy in office records used for billing after 1 year.* b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 30 days	
59.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
60.	**VEHICLE REGISTRATION CARDS** North Carolina registration cards for vehicles in the county fleet.	Retain in vehicle until superseded.	
61.	**VETERANS COMMISSION QUARTERLY REPORTS**	Destroy in office after 5 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
62.	**WORK ORDERS** Records include date and location of work, cost of materials used and labor, type of work performed, and similar information for the repairs of equipment, facilities, and vehicles.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 13, page 33, or **EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 20, page 5.	
63.	**WORKFORCE DEVELOPMENT BOARD MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Workforce Development Board.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	20 CFR 652 G.S §143B -438.13
64.	**WORKFORCE INVESTMENT ACT: AUDIT/AUDIT RESOLUTIONS** Records concerning reports from financial and compliance audit conducted on WIA programs in accordance with OMB A-133. May include audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.	Destroy in office after 3 years.	OMB Circular A-133 G.S §143B -438.13 29 CFR 97.26 20 CFR 652
65.	**WORKFORCE INVESTMENT ACT: LOCAL AREA JOB TRAINING PLAN RECORDS** Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	20 CFR 652 G.S §143B -438.13

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
66.	**WORKFORCE INVESTMENT ACT: PARTICIPANT RECORDS** Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. May include applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires.	Destroy in office 3 years after close of audit or final year expenditure.*	20 CFR 652 G.S §143B -438.13

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-2. AIRPORT AUTHORITY RECORDS
Official records and materials created and accumulated incidental to the operation of a county airport.

ITEM #	STANDARD-2: AIRPORT AUTHORITY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AIR SPACE CONSTRUCTION FILES** Applications to construct structures which may obstruct flight space. May include correspondence, including email, and related records.	Destroy in office after 5 years.	
2.	**AIRFIELD INSPECTION FILES** Records concerning airfield inspections on runway conditions, fire and rescue facilities, ground vehicle control, and other airport condition information.	Destroy in office after 1 year.	14 CFR 139.301
3.	**AIRPORT CERTIFICATION MANUAL** Manual containing a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	14 CFR 139.201
4.	**AIRPORT COMMISSION MINUTES** See the **Microfilm** section on page xi for instructions on microfilming minutes.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	
5.	**AIRPORT MASTER RECORD FILES** Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-2: AIRPORT AUTHORITY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**COMMUNICATIONS RECORDINGS** Audio recordings of radio and telephone communications and complaint calls.	Destroy in office after 30 days if not made part of a case file.*	
7.	**LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS** Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
8.	**RADIO LOGS** Records of radio calls received and placed.	Destroy in office after 1 year.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-3. ANIMAL CONTROL AND SHELTER RECORDS
Records and materials created and accumulated during the conduct of county animal control and shelter programs.

ITEM #	***STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACTIVITY REPORTS (ANIMAL CONTROL)** Daily, weekly, and monthly reports to the County Health Department, Department of Health Services, etc., providing statistics regarding complaints answered, dogs and cats impounded, impounded animals disposed of, vaccinations, and animal bites reported. See also **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** item 53, page 12.	Destroy in office after 1 year.	
2.	**ANIMAL ADOPTION RECORDS** Includes pre-adoption records and agreements.	Destroy in office after 2 years.	
3.	**ANIMAL ABUSE AND CRUELTY CASES** Includes complaints, citations and/or compliance orders, and similar records.	Destroy in office after 5 years.*	G.S. §14-360
4.	**ANIMAL BITE RECORDS** Includes copies of bite reports filed with the local Public Health Department. See also **DANGEROUS ANIMAL RECORDS** item 10, page 19.	Destroy in office after 3 years.*	G.S. §130A-196, 197, 198**.**

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**ANIMAL COMPLAINT RECORDS** Includes complaints of animal abuse and nuisances. See also **DANGEROUS ANIMAL RECORDS** item 10, page 19.	Destroy in office after 3 years.*	
6.	**ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS** Includes citations and/or compliance orders issued to animal owners of violations of county ordinances. See also **DANGEROUS ANIMAL RECORDS** item 10, page 19.	Destroy in office after 3 years.*	
7.	**ANIMAL LICENSE RECORDS** Records concerning the payment of license fees.	Destroy in office after 3 years.*	
8.	**CERTIFICATES OF ANIMAL RELEASE** Certificates verifying health of animal examined and released by county animal control.	Destroy in office after 1 year.	
9.	**CONTROLLED SUBSTANCE EUTHANASIA LOG** Includes amount of controlled substance used and animals destroyed.	Destroy in office after 2 years.	21 CFR 1304.03
10.	**DANGEROUS ANIMAL RECORDS** Includes complaints, compliance orders, citations, bite reports, and similar records relating to dangerous animals.	Destroy in office records relating to dangerous animals until known dead or after 10 years.*	G.S. §67-4.1

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**HISTORIES OF PET OWNERS** Records concerning information for each animal owner that violates the county ordinances. May include signed complaint forms, pictures, and paperwork issued by the animal control officer.	Destroy in office after 3 years.*	
12.	**OWNER CONTACT NOTICE RECORDS**	Destroy in office 1 year from date of contact.	
13.	**RABIES CONTROL REPORTS** Monthly reports sent to the Division of Health Services.	Destroy in office after 1 year.	
14.	**SHELTER DISPOSITION SHEETS** Sheets filed on each animal processed by the animal shelter, containing information on whether the animal is reclaimed by the owner, adopted, or euthanized.	Destroy in office after 1 year.	
15.	**VACCINATION RECORDS** Includes rabies vaccination certificates sent to county animal control by area veterinarians.	Destroy in office after 3 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of the county offices**.**

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of a county debt issue must be retained for the life of the debt plus 3 years.

ITEM #	***STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTABLE** Records of accounts deemed uncollectable, including supporting documentation and write-off authorization.	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	**ARBITRAGE RECORDS** Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	26 CFR Part 1 Section 1.148-3

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**AUDITS: FINANCIAL** Records concerning internal and external financial statements and financial-related audits. Includes reports, working papers, and related records. See also **AUDITS: PERFORMANCE** item 7, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.*	G.S. § 159-34
7.	**AUTHORIZATION FORMS** Authorization to purchase materials.	Destroy in office after 3 years.*	
8.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECEIPTS, RECONCILIATIONS, AND WARRANTS** May include cash, credit card, and purchasing card statements and receipts.	Destroy in office after 3 years.*	
9.	**BIDS FOR PURCHASE** Records concerning quotes to supply products and services. May include advertisements, requests for proposals, and tabulations, bid bonds, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.* b) Destroy in office all other successful (awarded) bid records 3 years after purchase.* c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.*	G.S. § 143 Article 8
10.	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	G.S. § 153A-176

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**BILLING AND CLAIMS** Records used as the basis for payment of bills and claims for damages made by and against the county.	Destroy in office 3 years after settlement.*	
12.	**BILLS OF SALE** Records of sale of county property and equipment.	Destroy in office after 3 years.*	
13.	**BOND CLOSING RECORDS** Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records.	Destroy in office 3 years after entire issuance has been satisfied.*	G.S. § 159 Article 7
14.	**BONDS, NOTES, AND COUPONS**	Destroy in office 1 year from date of payment.	G.S. § 159-139 (instructions for cancelled bonds)
15.	**BOND REGISTER** Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	G.S § 159-130
16.	**BUDGET RESOLUTIONS AND ORDINANCES** Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain permanently official copies in the minutes of the governing board. b) Destroy in office remaining copies when administrative value ends.† Agency Policy: Destroy in office after 5 years	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence, including email, and related records.	Destroy in office after 3 years.*	G.S. § 159-10
18.	**CHECK REGISTER, VARIOUS FUNDS** Register listing for all checks written for various funds.	Destroy in office after 3 years.*	
19.	**CHECK STUBS** Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	
20.	**CONTRACT BUDGET AND EXPENDITURE REPORTS** Reports concerning agency budget transactions.	Destroy in office after 3 years.*	
21.	**COST ALLOCATION PLANS**	Destroy in office after 3 years.*	
22.	**CREDIT CARD AND DEBIT SLIPS** Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
23.	**CREDIT CARD USE FILE** Records of assignation of county credit cards and purchasing cards.	Destroy in office after 1 year.*	
24.	**DAILY CASH REPORTS** Daily status of cash. Reports include receipts, disbursements, cash, and invested balances.	Destroy in office after 1 year.*	
25.	**DAILY DETAIL REPORTS**	Destroy in office after 1 year.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
26.	**DEBT FINANCING RECORDS** Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	**DEPOSITS**	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	**DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)**	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	**DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS** Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	
31.	**DONATIONS AND SOLICITATIONS**	Destroy in office after 1 year.	
32.	**ESCHEAT AND UNCLAIMED PROPERTY FILE**	Destroy in office after 10 years.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS** See also **GRANTS: FINANCIAL** item 36, page 26.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
35.	**FINANCIAL JOURNALS AND LEDGERS**	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
36.	**GRANTS: FINANCIAL** Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records. See also **GRANTS** item 28, page 6.	Destroy in office 5 years after submission of final report.*	09 NCAC 03M.0703
37.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance providers as proof of coverage. See also **BILLING AND CLAIMS** item 11, page 23 and **GRANTS: FINANCIAL** item 36, page 26.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
38.	**INVESTMENT RECORDS** Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdraw, notices, and other related account activity documentation.	Destroy in office after 3 years.*	G.S. § 159-30

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
39.	**INVOICES**	Destroy in office after 3 years.*	
40.	**LOAN RECORDS** Records concerning loans made to the county. May include promissory notes.	Destroy in office 3 years after loan is satisfied.*	
41.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
42.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 3 years.*	
43.	**MONTHLY BUDGET REPORTS**	Destroy in office after 3 years.*	
44.	**PAID CHECKS, BILLS, AND VOUCHERS**	Destroy in office after 3 years.*	
45.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
46.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records. See also **WITHHOLDING TAX FILE** item 57, page 30.	a) Destroy in office deduction authorization forms and records when superseded or obsolete.* b) Destroy in office remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
47.	**POPULAR ANNUAL FINANCE REPORT**	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.† Agency Policy: Destroy in office after 3 years	
48.	**POWELL BILL RECORDS** Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation and all other related documentation.	Destroy in office after 3 years if released from all audits.*	
49.	**PURCHASE ORDERS** Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL** item 36, page 26.	a) Destroy in office capital improvement purchase orders 6 years after completion or termination of project.* b) Destroy in office all other purchase orders after 3 years.* *Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
50.	**PURCHASING REPORTS AND LOGS** Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	
51.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
52.	**SURETY BOND INFORMATION**	Destroy in office after final inspection.*	
53.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records concerning the work hours and attendance of employees.	Destroy in office after 3 years.*	29 CFR 516.6 29 CFR 825.500
54.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL** item 36, page 26.	Destroy in office after 3 years.*	
55.	**VENDOR FILE** Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence, including email, and related records.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information
56.	**VOUCHERS AND REGISTERS FILE**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
57.	**WITHHOLDING TAX FILE** Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes. May also include IRS form 941 and other records of county tax liabilities to the IRS and NC Department of Revenue.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-5. CODE ENFORCEMENT AND INSPECTION RECORDS
Official records and materials created and accumulated during the conduct of county inspection programs.

In accordance with G.S. §153A-373, "The inspection department shall keep complete, and accurate records in convenient form of each application received, each permit issued, each inspection and reinspection made, and each defect found, each certificate of compliance granted, and all other work and activities of the department. These records shall be kept in the manner and for the periods prescribed by the North Carolina Department of Cultural Resources. The department shall submit periodic reports to the Board of Commissioners and to the Commissioner of Insurance as the Board or the Commissioner may require." (1969, s. 1: c.822, s.1; 1983, c.377, s.6.)

ITEM #	***STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AIR POLLUTION SOURCE INFORMATION** For facilities which are no longer operational.	Destroy in office after 2 years.*	
2.	**BEER AND WINE LICENSES** Issuance and payment records concerning local licenses corresponding with Alcohol Beverage Control (ABC) permits.	Destroy in office 3 years after expiration.*	G.S. § 105-113.70
3.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of county owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. May include as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code.	a) Destroy in office residential blueprints and specifications when administrative value ends.† Agency Policy: Destroy in office after 3 years b) Destroy in office commercial blueprints and specifications 1 year after permit is issued. c) Retain agency blueprints and specifications for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of government building detailed plans and drawings.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS** Includes applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Records include permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, plans, and correspondence (including email). May include contractor change forms.	a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive). b) Destroy in office Certificate of Occupancy 6 years after permit is expired. c) Destroy in office remaining records, including applications for which a permit was never issued, when administrative value ends.† Agency Policy: Destroy in office after 1 year	
5.	**BUSINESS CERTIFICATION RECORDS** Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office 3 years after most recent recertification. b) Destroy in office applications for which a certification was never issued when administrative value ends.† Agency Policy: Destroy in office after 1 year	
6.	**CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS** Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
7.	**DAM CONSTRUCTION, OPERATION, AND MAINTENANCE FILES**	Retain for life of structure.	
8.	**DROUGHT CONTINGENCY PLANS** Water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
9.	**EROSION AND SEDIMENT CONTROL AFFIDAVITS** Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES** Includes settled legal matters and penalties.	Destroy in office 6 years after settlement.*	
11.	**EROSION AND SEDIMENT CONTROL PLANS** Includes approved and disapproved plans. May include revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.	**EXEMPTION (VARIANCE) RECORDS** Exemption and variance records concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years.	40 CFR 141.33 15A NCAC 18C .1526
13.	**FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records concerning the maintenance, repair, and inspection of county owned facilities. See also **GRANTS** item 28, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair, and inspection (including plumbing, electrical, fire, and other systems) after 3 years.	
14.	**GOING-OUT-OF-BUSINESS LICENSES** Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
15.	**GROUNDWATER MONITORING RECORDS** Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years.*	15A NCAC 2C .0100

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
16.	**HAZARDOUS WASTE DISPOSAL RECORDS** Data concerning the disposal of hazardous materials, including asbestos. Includes copies of manifests, lists of companies doing the removal, location, how much to be disposed, when to be removed, route and method of disposal, and other related documentation.	Destroy in office after 3 years.*	40 CFR 262.40 15A NCAC 13A .0100
17.	**ILLEGAL DUMPING FILE** Records concerning illegal dumping complaints received.	Destroy in office after 5 years.*	
18.	**INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM** Includes non-compliance inspection and test records conducted by a facility.	Destroy in office after 5 years.*	
19.	**INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES** Summaries of inspections of establishments whose business impacts environmental health.	a) Destroy in office after 3 years from date records were created while establishment is in operation. b) Destroy in office 1 year after establishment ceases to operate.	
20.	**INSPECTIONS: LANDFILL** Records and reports completed to prevent malfunctions and deterioration, operation errors, and discharges that may cause or lead to the release of wastes in the environment.	Destroy in office after 5 years.*	
21.	**INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES**	Destroy in office after 5 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
22.	**INSPECTIONS: SANITARY LANDFILL** Includes state inspection form.	Destroy in office after 1 year.	
23.	**INSPECTIONS: SEWAGE DISPOSAL SYSTEM** Reports showing home structure and water line diagram. Reports are used to indicate sewage hookups and to comply with local government codes.	Destroy in office 2 years after inspection.	
24.	**INSPECTIONS: SUBSTANDARD HOUSING**	Destroy in office after 6 years.	
25.	**INSPECTIONS: WASTE LOADS** Inspections conducted to prevent the disposal of illegal and/or restricted materials in a landfill.	Destroy in office after 3 years.	
26.	**INSPECTIONS: WATER AND WASTEWATER SYSTEM** Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.*	
27.	**LABORATORY OPERATIONS RECORDS** Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification.	a) Destroy in office samples, raw data, analysis reports, and related documentation after 5 years.* b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*	15A NCAC 02H .0805(7)(G) and .1100.
28.	**LEAD AND COPPER COMPLIANCE RECORDS** Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	40 CFR 141.91
29.	**LIFT/PUMP STATION INFORMATION FILE** Technical information concerning lift station and maintenance, water, and sewer petition work.	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
30.	**LANDFILL OPERATIONAL PLAN** Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Retain in office permanently.	
31.	**LANDFILL TONNAGE AND COST FILE**	Destroy in office after the 5 year reporting period is complete.	
32.	**NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION** Contains documentation of sedimentation control measures to be used on individual projects.	Destroy in office after 3 years.	
33.	**PERMIT LOG** Record showing permit number, date, name of owner, cost of construction (if applicable), permit date, and receipts.	Destroy in office after 6 years.	
34.	**PERMIT RECEIPT BOOKS**	Destroy in office after 3 years.*	
35.	**PERMITS: BURNING** Records concerning permits issued during site construction.	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
36.	**PERMITS: COMMUNITY WATER SYSTEM** Permit issued by the NC Department of Environment and Natural Resources.	Destroy in office when superseded.	G.S. §130A-328(a)
37.	**PERMITS: ENCROACHMENTS OF RIGHT-OF-WAY**	a) Destroy in office 3 years after case is resolved.* b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after 1 year	
38.	**PERMITS: FACILITIES USE**	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after 1 year	
39.	**PERMITS: LANDFILL**	Destroy in office after the 5 year reporting period is complete.	
40.	**PERMITS: MISCELLANEOUS (CONSTRUCTION)** Applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. See also **PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)** item 41, page 38.	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
41.	**PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)** Includes, but is not limited to, applications and permits regarding burning, special events, and landscape establishment. See also **PERMITS: MISCELLANEOUS (CONSTRUCTION)** item 40, page 37.	a) Destroy in office 1 year after expiration of permit. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after 1 year	
42.	**PERMITS: PUBLIC UTILITIES PROJECTS** Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.* b) Retain approval letters and supporting documentation permanently.	15A NCAC 18C .0300 and 2H .0115 40 CFR 122.28 (1993)
43.	**RECREATIONAL VEHICLE REGISTRATION RECORDS** Records concerning issuance of registrations/decals for recreational vehicles including, but not limited to, golf carts, canoes, and mopeds. May include proof of insurance and renewals.	Destroy in office 1 year after expiration.*	
44.	**REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS** Includes water distribution and treatment.	a) Destroy in office records concerning the operation of water treatment facilities after 3 years.* b) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.*	15A NCAC 18C .1301

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
45.	**REPORTS: DISCHARGE MONITORING** Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits.	a) Destroy in office daily reports after 3 years. b) Destroy in office National Pollutant Discharge Elimination System (NPDES) reports 5 years from date of submission.* c) Destroy in office annual reports 5 years from date of submission.*	40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506
46.	**REPORTS: ENVIRONMENTAL HEALTH** Laboratory reports showing results of environmental health tests.	Destroy in office after 3 years.	
47.	**REPORTS: LANDFILL MONITORING** Gas and groundwater monitoring records and reports.	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	
48.	**REPORTS: MONTHLY BUILDING PERMITS AND CONSTRUCTION** Customized reports used for statistical analysis of current development trends within the county. This information also is submitted to the U. S. Department of Commerce & Bureau of the Census and/or the NC Department of Environment and Natural Resources (DENR).	Destroy in office after 3 years.	
49.	**REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)**	Destroy in office after 2 years.*	
50.	**REPORTS: WASTEWATER MAINTENANCE OPERATION**	Destroy in office after 3 years.	
51.	**STANDARD BUILDING CODES**	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
52.	**STREET INFORMATION** May include master address logs.	Destroy in office when superseded or obsolete.	
53.	**TRADES CERTIFICATIONS** Includes contractors licensing records.	Destroy in office when superseded or obsolete.	
54.	**TROUT BUFFER VARIANCES** Records may include denials and waivers.	a) Destroy in office 6 years after approval of permit. b) Destroy in office plans for which a permit was not issued after 3 years.	
55.	**UNSAFE BUILDINGS FILE** Notification to owner of unsafe conditions relative to a particular structure.	Destroy in office after 6 years provided all issues have been resolved.*	
56.	**VIOLATIONS** Includes complaints, certified return receipts, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. Applies to violations of building and fire code, minimum housing, and erosion and sediment control.	Destroy in office 3 years after verification of correction.*	
57.	**VIOLATIONS: SOLID WASTE MANAGEMENT** Includes complaints, notices of violations, citations, investigation records, court documents, and other related records produced by solid waste environmental enforcement programs.	Destroy in office 7 years after resolution of case.*	
58.	**VIOLATIONS: WATER CONSERVATION** Notices of water conservation violation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
59.	**VALVE OPERATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
60.	**WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE** May include records of waste oil filter collections.	Destroy in office after 5 years.	
61.	**WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS**	Destroy in office after 5 years.*	15A NCAC 2B .0500
62.	**WASTEWATER QUALITY ANALYSIS RECORDS**	a) Destroy in office monitoring and calculation sheets after 1 year.* b) Destroy in office analysis reports after 3 years.*	15A NCAC 2B .0500
63.	**WATER ANALYSIS** Includes bacteriological, chemical, radiological, and physical analyses and climatological observations. Also includes records of actions taken to correct violations.	a) Destroy in office records of bacteriological and turbidity analysis after 5 years. b) Destroy in office records of chemical and radiological analysis after 10 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office other records after 5 years.	15A NCAC 18C .1526 40 CFR 141.33 (a)(b)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
64.	**WATER, SEWER, AND WASTEWATER SYSTEM PROJECT RECORDS** See also **PERMITS: PUBLIC UTILITIES PROJECTS**, item 42, page 38.	Destroy in office 6 years after project is completed.	15A NCAC 18C .0305
65.	**WATER SYSTEM OPERATIONS RECORDS** Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize the operations of water supply, treatment, distribution, and collection.	Destroy in office after 10 years.*	40 CFR 141.33 15A NCAC 18C .1526
66.	**WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE**	Destroy in office after 5 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-6. EMERGENCY SERVICES RECORDS
Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

ITEM #	***STANDARD-6: EMERGENCY SERVICES RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**911 CALL RECORDINGS**	Destroy in office after 30 days, if not made part of a case file.*	G.S. §132-1.4(i) Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
2.	**911 COMMUNICATION RECORDS** Transcripts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched, and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of G.S. §132-1.4(c)(4) regarding the confidentiality of the identity of complaining witnesses.
3.	**911 FILE** Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
4.	**ACTIVITY REPORTS** Reports on an individual, shift, project, and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR)** Records showing equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc.	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original after 11 years from last patient service.*	
6.	**AMBULANCE DISPATCH RECORDS** Includes run number, date, time, address, phone number, reason for dispatch, age of patient, condition of patient, responders, and other related information.	Destroy in office after 3 years.*	
7.	**AMBULANCE SERVICE RUN LOG** Includes response number, location of call, responding unit, arrival and departure times, and other related information.	Destroy in office after 3 years.*	
8.	**ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE**	Destroy in office after 3 years.	
9.	**COMPANY RUN REPORT (FIRE JOURNAL)** Listings of fire calls, alarms, personnel involved, equipment used, and actions taken.	Destroy in office after 5 years.	
10.	**CONSOLIDATED MONTHLY REPORTS**	Destroy in office after 5 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain plans until superseded; destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
12.	**DISPATCH RECORDINGS** Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	
13.	**EMERGENCY NOTIFICATIONS**	Destroy in office when superseded or obsolete.	
14.	**EVACUATION PLANS**	Destroy in office when superseded or obsolete.	
15.	**FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE** Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
16.	**FIRE ALARM JOURNAL** Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	
17.	**FIRE DISPATCH FILE** Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
18.	**FIRE INVESTIGATION CASE FILES** Includes detailed information regarding circumstances of the incident including location, information on damage and injuries, and possible cause of incident. May also include photographs and evidence log. See also **FIRE INVESTIGATION RECORDS** item 19, page 46.	a) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs* b) Destroy in office after 10 years when arson is involved.* c) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.*	
19.	**FIRE INVESTIGATION RECORDS** Reports and correspondence, including email, of fires investigated by department personnel. See also **FIRE INVESTIGATION CASE FILES** item 18, page 46.	Destroy in office when administrative value ends if not made part of a case file.† Agency Policy: Destroy in office after 5 years	
20.	**FIRE LIMITS ORDINANCES** Ordinances passed by council establishing and defining fire limits which shall include principal business portions of the county.	Retain in office permanently.	
21.	**FIRE SAFETY INSPECTIONS** Inspections and permits issued of buildings and systems for proper fire protection measures and procedures.	a) Destroy in office inspections with no defects after 3 years. b) Destroy in office inspections with noted defects 3 years after defects are corrected.* c) Destroy in office permits after 3 years.	
22.	**FIXED NUCLEAR FACILITIES PLANS FILE** Includes emergency plans for county fixed nuclear facilities.	Destroy in office after 3 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
23.	**HOSE RECORDS** Records concerning the age, repair, and routine testing of fire hoses.	Destroy in office after 2 years.	
24.	**HYDRANT RECORDS** Records of fire hydrant locations, water main sizes, routine testing, and maintenance.	a) Destroy in office inspection and test records after 2 years. b) Retain in office maintenance records for life of the hydrant. c) Destroy in office records showing location and size of water mains when superseded or obsolete.	
25.	**LOCAL EMERGENCY PLANNING COMMITTEE MINUTES**	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	42 USC §11003
26.	**LOCAL EMERGENCY PLANS** Comprehensive emergency response plans developed by emergency planning districts.	Destroy in office when superseded or obsolete.	42 USC §11001
27.	**NATIONAL FLOOD INSURANCE PROGRAM RECORDS**	Retain in office permanently.	
28.	**NORTH CAROLINA FIRE CASUALTY REPORT** Report filed with the N.C. State Fire Commission.	Destroy in office after 5 years.	
29.	**NORTH CAROLINA FIRE INCIDENT REPORT** Report filed with the N.C. State Fire Commission, county fire marshal, town or city council, or county commissioners.	Destroy in office after 5 years.	G.S. §58-79-45
30.	**NORTH CAROLINA FIRE ASSOCIATION RECORDS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
31.	**NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT** Documentation of annual leave, history report, position summary, etc., for the N.C. Fireman's Pension Fund.	Destroy in office when superseded or obsolete.	
32.	**NUCLEAR CIVIL PROTECTION PLAN**	Destroy in office when superseded or obsolete.	
33.	**PHARMACEUTICAL RECORDS**	Destroy in office after 3 years.*	
34.	**PLANS** Plans of buildings and fire safety systems of commercial and industrial properties.	Destroy in office when superseded or obsolete.	
35.	**PUMP TEST RECORDS** Results of tests conducted on pumping equipment.	Destroy in office after 2 years.	
36.	**RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY**	Destroy in office after loan of radioactive materials ends.	
37.	**RADIOLOGICAL DATA STATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Retain permanently	
38.	**RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Retain permanently	
39.	**SAFETY COMMITTEE MEETINGS** Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
40.	**SHELTER FACILITIES LISTING**	Destroy in office when superseded or obsolete.	
41.	**STATE OF EMERGENCY ORDINANCES**	Retain in office permanently.	
42.	**SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE** Information concerning the location of hazardous waste in the community.	Destroy in office when superseded or obsolete.	
43.	**VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS**	Destroy in office after 3 years.*	
44.	**VOLUNTEER FIREFIGHTERS MEDICAL RECORDS** Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of routine medical examinations and similar records after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket.*	29 CFR 1910.1020 (d)(ii)
45.	**VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS** Official copy of personnel file maintained on each volunteer firefighter. May include basic information and records and forms relating to the duties, service, suspension, and termination of the volunteer. See also **VOLUNTEER FIREFIGHTERS MEDICAL RECORDS** item 44, page 49.	Destroy in office 30 years from date of separation.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-7. GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS.
Records received and created by county geographic information system programs.

ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**ADDRESS POINTS MAPS** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either*: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
2.	**CORPORATE LIMITS** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
3.	**EXTRATERRITORIAL JURISDICTIONS** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
4.	**ORTHOIMAGERY** See also **GEOSPATIAL RECORDS**, page x.	Retain permanently. Create a snapshot of dataset when created. To retain, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or*: If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
5.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) BACKUP FILE**	Destroy in office system backup files when superseded or obsolete.	
6.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA** Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets, permanently. *Retention Note: Other datasets should be kept according to standards and procedures set by the* North Carolina Geographic Information Coordinating Council. *See also* **GEOSPATIAL RECORDS**, *page x.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
7.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)** Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. May include data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
8.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES** Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.	Retain in office permanently.	
9.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS** Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
10.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS** Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
11.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS**	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after 10 years	
12.	**MAPPING PROJECT RECORDS** Includes county contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To retain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
13.	**MAPS: CARTOGRAPHIC AND ORTHOPHOTOGRAPHY** Base maps created to assist in the accurate appraisal of property located in the county, including aerial photographs. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To retain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
14.	**MAPS: PARCEL** Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, rights-of-ways and structures. See also **GEOSPATIAL RECORDS**, page x.	Paper: Destroy in office upon State Archives approval GIS dataset: Records are permanent. Create a snapshot of dataset quarterly. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
15.	**MAPS: ALL OTHER** Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after 10 years	
16.	**PARK MAPS** May include park boundaries, facilities, landscaping, topography, and other pertinent information. Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
17.	**STREET CENTERLINE** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-8. INFORMATION TECHNOLOGY (IT) RECORDS
Information technology encompasses all activities undertaken by county departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))

ITEM #	***STANDARD-8: INFORMATION TECHNOLOGY RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AUDIT TRAILS FILE** Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years.*	
2.	**COMPUTER AND NETWORK USAGE RECORDS** Records documenting usage of electronic devices and networks. May include, but is not limited to, login files, system usage files, individual program usage files and records of use of the internet by employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**DIGITIZATION AND SCANNING RECORDS** Records concerning imaging operations. May include, but is not limited to, scanning and data entry quality control records and audit reports.	Destroy in office after 3 years.	
4.	**DISASTER PREPAREDNESS AND RECOVERY PLANS** Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in a secure, off-site location.)	a) Retain in office records documenting past disaster recovery permanently. b) Destroy in office all other records when superseded or obsolete.	Comply with applicable provisions of G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
5.	**INFORMATION TECHNOLOGY ASSISTANCE RECORDS** Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. May include, but is not limited to, help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**NETWORK AND SYSTEM SECURITY RECORDS** Records documenting the security of network and system. May include, but is not limited to, records concerning firewalls, anti-virus programs, and intruder scanning logs.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
7.	**NETWORK DIAGRAMS** Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
8.	**PROJECT DOCUMENTATION FILES** Records created to design, develop, control, or monitor a specific project or group of projects. May include, but is not limited to, statements of work, assessments, maintenance agreements, and testing records.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS** Records documenting compliance with agency software license and copyright provisions. May include, but is not limited to, software licenses, correspondence, including email, and related documentation.	Destroy in office 1 year after life of system.	
10.	**SYSTEM ACCESS RECORDS** Records documenting user permissions and access to information, programs, or applications within a system.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
11.	**SYSTEM DOCUMENTATION RECORDS** Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. This series may include but is not limited to: system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Comply with applicable provisions of G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE** Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. May include, but is not limited to, computer equipment inventories and service records.	a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year. b) Retain records documenting all other equipment maintenance and repairs for life of equipment.	
13.	**SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS** Records documenting regular or essential system backups. May include, but is not limited to, backup tape inventories, relevant correspondence, including email, and related documentation.	Destroy in office in accordance with your office's established, regular backup plan and procedures.† Agency Policy: Destroy in office after _____ *See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.*	
14.	**WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE** Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration files used to operate the site and establish its look and feel. May include, but is not limited to, server environment configuration specifications. See also **WEBSITE (ELECTRONIC) FILE** item 7, page 98.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-9. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of county departments or their individual employees or clients.

ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. See also **NOTICES OF PUBLIC MEETINGS** item 36, page 8.	a) Retain in office permanently if record provides only evidence of publication. b) Destroy in office remaining records after 3 years.*	G.S. § 1-600
2.	**COMPLAINTS (DISCRIMINATION)** Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disabilities Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	Destroy in office 2 years after final disposition of the charge.*	
3.	**CONDEMNATION RECORDS** Settled and pending condemnation cases. See also **ACCOUNTS PAYABLE** item 1, page 21 for disposition of financial records.	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**CONFLICT OF INTEREST DISCLOSURE STATEMENTS** Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office when superseded or obsolete.	
5.	**CONTRACTOR COMPLIANCE MONITORING FILES**	Destroy in office 5 years after contract expiration.	
6.	**CONTRACTS AND AGREEMENTS** Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation, and memoranda of understanding.	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.* c) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.*	
7.	**CORRESPONDENCE (LEGAL)** Correspondence, including email, and related records concerning actions taken to recover debts, fines, and penalties; and to assure violations are addressed.	Destroy in office 5 years after resolution.* For information on handling email, see **Electronic Records** page viii.	Comply with provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
8.	**EASEMENTS AND RIGHT OF WAY AGREEMENTS** Granted to and by the agency. See also **ACCOUNTS PAYABLE** item 1, page 21 for disposition of financial records.	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**ENCROACHMENTS FILE** Records concerning conflicts on land or water rights or obligations.	Retain in office permanently.	
10.	**INSURANCE POLICIES** Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the county.	a) Destroy in office when superseded or obsolete if no outstanding litigation.* b) Destroy in office other records 6 years after settlement.	
11.	**LEASES FILE** Records concerning leases for property leased by and from other parties and agency property leased to the public. See also **GRANTS** item 28, page 6.	Destroy in office records 3 years after termination of lease.*	
12.	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.	Retain in office permanently.	
13.	**LEGAL REVIEW RECORDS** Includes legal reviews of by-laws and charges to boards and commissions and other departmental matters as requested. See also **LEGAL OPINIONS** item 12, page 65.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends or after expiration of relevant statute of limitations, whichever is longer.† Agency Policy: Destroy in office after 3 years	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**LITIGATION CASE RECORDS** Civil suits to which the county is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedent or historical value permanently. b) Destroy in office adjudicated cases 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations. *Retention Note: Records are retained by the Clerk of Superior Court's office in each county.*	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
15.	**OATHS OF OFFICE FILE**	a) Transfer official copy to the Clerk to the Board. b) Destroy in office remaining records 3 years after official termination. *Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.*	
16.	**ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS** Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office when ordinance is no longer in effect.	
17.	**OWNERSHIP RECORDS (DEEDS, TITLES)**	Destroy in office 1 year after county relinquishes ownership of land.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
18.	**PRE-TRIAL RELEASE PROGRAM RECORDS**	Destroy in office 5 years from date of service termination.	
19.	**VEHICLE TITLES** Titles of county owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
20.	**WARRANTIES** Warranties that accompany equipment or commodities purchased by the county.	Destroy in office 1 year after expiration of warranty.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-10. PARKS AND RECREATION RECORDS
Official records and materials created and accumulated during the conduct of county parks and recreation programs. Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.

ITEM #	*STANDARD-10: PARKS AND RECREATION RECORDS*		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 60, page 86.	Follow disposition instructions for **ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** item 1, page 112.	.
2.	**ADMISSION RECORDS** Records of admissions to county parks or recreation facilities.	Destroy in office after 3 years.*	
3.	**ANNUAL ACTIVITY REPORT** Copies of financial and statistical reports sent to governing body.	Destroy in office after incorporation into official minutes of governing body.	
4.	**BIRTH CERTIFICATES (REFERENCE COPIES)** Copies of each participant's birth certificate to verify age and register individual for participation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after immediately after receipt	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
5.	**CITATIONS RECORDS** Citations issued by park personnel to persons who violate park rules and regulations.	Destroy in office after 2 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE** Records concerning general and technical material associated with the International Federation.	Destroy in office when superseded or obsolete.	
7.	**OFFICIALS FILE** Records concerning individuals who officiate games. Includes payroll, schedule, and related correspondence, including email.	a) Destroy in office after 3 years. b) If official is a county employee, transfer applicable records to **PAYROLL AND EARNINGS RECORDS** item 45, page 27.	
8.	**PARKS AND RECREATION BOARD MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Parks and Recreation Board.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	
9.	**PARKS PLANNING FILE** Includes master plans and working plans for each park property and county recreational facility, which show layout, topography, and proposed developments and improvements. May include drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings. See also **COMPREHENSIVE PLAN** item 16, page 3. See also **PARK MAPS**, item 16, page 56.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Retain permanently b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	
10.	**POOL RECORDS** Monthly reports indicating operational data, chemicals used, chlorination levels, and other information relating to pool construction, maintenance, and health and safety.	Destroy in office after 1 year.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**RECREATION PROGRAMS** Records regarding athletic and recreation programs. May include staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, registration information, and concession operators list.	Destroy in office after 1 year.	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
12.	**RECREATIONAL EQUIPMENT RECORDS** Records of equipment owned by county parks and recreation facilities and lent to users.	Destroy in office 1 year after equipment is returned.	
13.	**RELEASE FORMS**	Destroy in office after 2 years.*	
14.	**RESERVATION RECORDS** Reservation records for county parks and recreational facilities.	Destroy in office after 1 year.	
15.	**RULES AND REGULATIONS** Rules and regulations relating to use of park facilities and equipment issued by the Parks and Recreation Board.	Destroy in office 5 years after rules are revoked or superseded.*	
16.	**SPECIAL EVENTS PROGRAM FILE** Records concerning special events promoted by the county. May include printing, calendars, program data, community contacts, and addresses.	Destroy in office after 1 year.	
17.	**TICKET STUBS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after immediately after receipt	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-11. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of county employees. Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

ITEM #	***STANDARD-11: PERSONNEL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ABOLISHED POSITION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 years	
2.	**ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES**	Destroy in office 1 year from date record was made.	29 CFR 1627.3(b)
3.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b),(e) 29 CFR 1608.4
4.	**APPRENTICESHIP PROGRAM RECORDS**	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(d),(e)
5.	**APTITUDE AND SKILLS TESTING RECORDS** Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also **EMPLOYMENT SELECTION RECORDS** item 32, page 80.	Destroy in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**BENEFITS REIMBURSEMENT PLAN** Dental, vision, or other benefits-related claim forms and receipts submitted by employees requesting reimbursement from the county.	a) Destroy in office records concerning approved requests after 3 years.* b) Destroy in office records concerning rejected requests 6 months after decision.	
7.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS** Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives.	a) Destroy in office annual enrollment records after 1 year. b) Destroy in office remaining records and receipts 3 years after completion of all audits.*	
8.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)** Includes notifications, election and claim forms, rejection letters, and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	**DEFERRED COMPENSATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years	
10.	**DISABILITY SALARY CONTINUATION CLAIMS** Forms used by disabled employees to apply for salary continuation benefits.	a) Transfer original forms to Local Government Employees' Retirement System (LGERS) for action when received. b) Destroy in office reference copies after 1 year.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**DISCIPLINARY FILE** Correspondence, including email, and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**DRUG AND ALCOHOL PROGRAMS FILE** Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms, and all other program related documents.	a) Destroy in office alcohol test results indicating a blood alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years. b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years. c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years. d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a blood alcohol concentration of less than 0.02, after 1 year. *Retention Note: Records should be maintained in a location with controlled access.*	49 CFR 382.401 49 CFR 40.333 49 CFR 655.71

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**DUAL EMPLOYMENT FILE** Records concerning employees' requests and authorizations to accept secondary employment.	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office unapproved requests and related records after 6 months.	
14.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning unapproved requests 6 months after unapproval.*	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
15.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
16.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion. See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 30, page 79.	a) Destroy in office certificates 5 years after date of separation. b) Destroy in office all remaining records 2 years after resolution of all actions.	
17.	**EMPLOYEE DIRECTORIES, ROSTERS, OR INDEXES** Includes records listing employees, their job titles, work locations, phone numbers, email addresses, and similar information.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
18.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	**EMPLOYEE ELIGIBILITY RECORDS** Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation. b) Destroy in office registers after 2 years.	8 USC 1324(b)
20.	**EMPLOYEE EXIT INTERVIEW RECORDS** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office after 1 year.	
21.	**EMPLOYEE HEALTH CERTIFICATES** Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all other records 2 years after resolution of all actions.	29 CFR 1602.31

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
22.	**EMPLOYEE MEDICAL RECORDS** Records concerning asbestos, toxic substances, and bloodborne pathogen exposure; medical examinations required by state or federal law; and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a workers compensation claim, follow disposition for* ***WORKERS' COMPENSATION PROGRAM CLAIMS FILE*** *item 60, page 86.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910 29 CFR 1910.1020 (d)(ii)
23.	**EMPLOYEE PENSION AND BENEFITS PLANS** Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3(2)
24.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Transfer pension and deferred compensation enrollment forms to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office life, health, and disability insurance enrollment forms 4 years after termination of coverage.	

See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
25.	**EMPLOYEE PERFORMANCE REVIEW FILE** Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	a) Destroy in office supervisor approved and signed work plans after 3 years. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 30 years after date of separation.	
26.	**EMPLOYEE POLYGRAPH RECORDS** Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
27.	**EMPLOYEE SUGGESTIONS** Includes employee surveys and survey responses.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	
28.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was created. c) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 3 years	29 CFR 1627.3(b)(1)(iv)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
29.	**EMPLOYEE WORK SCHEDULES AND ASSIGNMENT RECORDS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
30.	**EMPLOYMENT APPLICATIONS AND RESUMES** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letters of reference, and similar records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created or received, or the personnel action involved. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates, 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
31.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS, AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
32.	**EMPLOYMENT SELECTION RECORDS** Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records. See also **APTITUDE AND SKILLS TESTING RECORDS** item 5, page 71.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3
33.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS** Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the county. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office 2 years after resolution of case.*	29 CFR 1602.31
34.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS** Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include compiled documentation used to complete EEO reports.	Destroy in office after 3 years.	29 CFR 1602.31

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**EQUAL PAY RECORDS** Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	**FRINGE BENEFITS FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 2 years	
37.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also **DISCIPLINARY FILE** item 11, page 73 and **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office after 2 years.*	
38.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
39.	**INCREMENTS FILE**	Destroy in office when released from all audits.	
40.	**INTERNSHIP PROGRAM FILE** Records concerning interns and students.	Destroy in office after 3 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
41.	**LEAVE FILE** Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
42.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	
43.	**MERIT AND SENIORITY SYSTEM RECORDS**	a) Destroy in office employee-specific records after 3 years.* b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
44.	**PERSONNEL ACTION NOTICES** Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change, and leave.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records 2 years from date record was created or received, or the personnel action involved.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
45.	**PERSONNEL RECORDS (OFFICIAL COPY)** Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. See also **EMPLOYEE MEDICAL RECORDS** item 22, page 77.	a) Destroy in office 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that county; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that county; date and general description of the reasons for each promotion with that county; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the county setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information used to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.	G.S. § 153A-98 (County Employees)
46.	**PERSONNEL RECORDS (REFERENCE COPY)** Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 30 years after date of separation	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
47.	**POLICIES AND PROCEDURES (PERSONNEL)**	a) Retain in office official copy of internal agency personnel policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	
48.	**POSITION CLASSIFICATION/POSITION HISTORY FILE** See also **POSITION DESCRIPTION RECORDS** item 50, page 84.	a) Retain in office records with historical value permanently. b) Destroy in office all other records when superseded or obsolete.	
49.	**POSITION CONTROL CARDS** Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 years	
50.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years from date record is superseded.	29 CFR 1620.32
51.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 years	
52.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
53.	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office 2 years from date record was created or received, or the personnel action involved.	
54.	**TEMPORARY EMPLOYEE RECORDS** Records concerning temporary employees who are not provided with or eligible for benefits. Does not include personnel records created for specific federal programs.	a) If employee is a county employee, transfer applicable records to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) If the employee is a temporary service company employee, destroy in office 5 years from date of separation.	
55.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
56.	**UNEMPLOYMENT COMPENSATION REPORTS** Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	
57.	**UNEMPLOYMENT INSURANCE FILE**	a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
58.	**VOLUNTEER RECORDS** Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
59.	**WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE** Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office all other records when administrative value ends.† Agency Policy: Destroy in office after 5 years	
60.	**WORKERS' COMPENSATION PROGRAM CLAIMS FILE** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).)	a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with county personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy in office remaining records 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.* b) If official action has been initiated, transfer to **LITIGATION CASE RECORDS** item 14, page 66.	Comply with applicable provisions of G.S. §8-53 regarding the confidentiality of physician-patient records.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-12. PLANNING AND ZONING RECORDS
Official records and materials created and accumulated during the conduct of county planning and zoning programs.

ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**APPEARANCE COMMISSION MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Appearance Commission.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	
2.	**APPEARANCE COMMISSION PROJECT FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after n/a	
3.	**ASSESSMENT RECORDS FILE** Copies of assessment records and supporting documentation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	
4.	**BOARD OF ADJUSTMENT CASE FILE** Cases submitted to the board requesting variances from current zoning ordinances.	Destroy in office 6 years after resolution of case.*	G.S. §153A-340 G.S. § 1-50(5)
5.	**BOARD OF ADJUSTMENT CASE INDEX** Index to cases reviewed by the board.	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**BOARD OF ADJUSTMENT MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Board of Adjustment. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after Retain permanently	
7.	**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATIVE RECORDS** Records concerning the administration of projects funded under the Community Development Block Grant program (CDBG). May include both direct grants and regrants, including the preliminary reports, audits, certificates, maps, and related correspondence, including email.	a) Retain in office records with historical value permanently. b) Destroy in office all other records 5 years after completion of project.*	24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS** Records concerning the application and completion of projects funded under CDBG funds. May include both direct grants and regrants, including the initial application, and all final reports.	Destroy in office 5 years after promissory note is released to client or lender.*	24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)
9.	**COMPREHENSIVE LAND USE PLAN AND AMENDMENTS** Includes, but is not limited to, official copy of comprehensive land use plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain in office permanently adopted plan and amendments. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	
10.	**CONDITIONAL USE PERMIT RECORDS AND INDEX** Records concerning applications for conditional use permits. Permits allow for the construction of buildings, on the condition that impacts on neighborhoods are mitigated. May include original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence, including email. Includes sign permits and temporary use permits. Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment.	a) Destroy in office 3 years after discontinuance of use. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Retain permanently	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.**	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	G.S. § 47C-2-103
12.	**EASEMENT RELEASE REQUEST FILE** Approved and denied easement release requests. Includes form letters, memos, reference copies of maps, and resolutions approved by the Planning Board.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
13.	**ENVIRONMENTAL IMPACT STUDIES** Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
14.	**FEASIBILITY STUDIES**	Retain in office permanently.	
15.	**HOUSING REHABILITATION PROGRAM RECORDS**	Follow the disposition instructions for **COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS**, items 7-8, pages 88-89.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
16.	**MAPS, DRAWINGS, PLATS (OFFICIAL)** Official representation of comprehensive plan, and zoning boundaries established and/or enforced by the agency. May include blueprint maps, which show streets, property lines, zoning boundaries, and area classifications. Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
17.	**MAPS, DRAWINGS, PLATS (REFERENCE)** Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information.	Destroy in office when superseded or obsolete.	
18.	**MASTER SUMMARY (LOG OR REGISTER)** Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken.	Retain in office permanently.	
19.	**OPEN SPACE CLASSIFICATION CASE FILE**	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
20.	**ORTHOPHOTOGRAPHY** Historical and legacy aerial imagery.	a) Retain in office negatives permanently. b) If negative is not available, retain in office photograph permanently. c) Destroy in office photographs where negative is available when administrative value ends.† Agency Policy: Destroy in office after 1 year	
21.	**PERMITS: TEMPORARY MANUFACTURED HOME** Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence.	Destroy in office 6 years after permit expires.	G.S. § 1-50(5)
22.	**PERMITS: ZONING COMPLIANCE** For residential uses, non-residential uses, and accessory structures.	a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry.	G.S. § 1-50(5)
23.	**PETITION & REGULATION RECORDS**	Destroy in office after 5 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
24.	**PLANNING AND ZONING BOARD MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Planning and Zoning Board. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after Retain permanently	
25.	**PLANNING AND ZONING STUDIES** Studies, plans, and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc. See also **COMPREHENSIVE PLAN** item 16, page 3.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after superseded or updated b) If not an element of the Comprehensive Plan, retain in office permanently. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
26.	**PLANNING REVIEW CASE FILE** For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, county planning action, or other required review; including, but not limited to, maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence, including email, and record of final determination.	a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where county is lead agency, permanently. b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county is not lead agency, 6 years after last entry. c) Destroy in office any other mandatory reviews and related records 6 years after last entry.	G.S. § 1-50(c)
27.	**PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Retain permanently	
28.	**REDEVELOPMENT PLANNING RECORDS** See also **COMPREHENSIVE PLAN** item 16, page 3.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after superseded or updated b) If not an element of the Comprehensive Plan, retain in office permanently. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.	
29.	**REFERRED PROJECTS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
30.	**REZONING RECORDS AND INDEXES** Records concerning applications to rezone property within the county. May include original applications, review forms, maps of areas involved, copies of investigative reports, copies of planning board minutes, notices of hearings, development agreements, copies of ordinances, and copies of county board of commissioners minutes.	Retain in office permanently.	
31.	**STREET NAMES AND CHANGES OF STREET NAMES FILE** Records concerning the names and addresses of streets and roads retained for administrative purposes.	Destroy in office when superseded or obsolete.	
32.	**SUBDIVISION RECORDS** Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. See also **MAPS: ALL OTHER** item 15, page 56.	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Retain permanently	
33.	**VARIANCES**	Retain official copies permanently in the minutes of the Planning Board.	
34.	**VIOLATIONS: ZONING** See also **CORRESPONDENCE (LEGAL)** item 7, page 64.	Destroy in office after 6 years.*	G.S. § 1-50(5)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**ZONING ORDINANCES AND AMENDMENTS** Ordinances and amendments adopted by the zoning board.	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-13. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by county administrative offices.

ITEM #	STANDARD-13: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters, etc.	a) Retain in office records with historical value permanently. b) Destroy in office advertisements 3 years after expiration.* c) Destroy in office billing information and other fiscal records when released from all audits.	
2.	**AGENCY PUBLICATIONS** Publications created at agency expense.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 10 years	
3.	**AUDIO -VISUAL RECORDINGS (PUBLIC RELATIONS)** Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 30 days	
4.	**NEWS AND PRESS RELEASES** News and press releases issued concerning programs, activities, and services of the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 30 days	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-13: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**PUBLIC RELATIONS FILE** Records concerning overall public relations of county administrative offices. May include procedures, correspondence (including email), photographic materials, and other related records.	Destroy in office after 5 years.	
6.	**SPEECHES** Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 10 years	
7.	**WEBSITE (ELECTRONIC) FILE** Electronic records concerning the administration and maintenance of the agency's website. (A network administrator or information systems office may maintain electronic files.) See also **WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE** item 14, page 62.	a) Retain in office records with historical value permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete. *Retention Note: Preserve copy of web page after every major change in design and/or content.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS.
Records received and created by area transit systems and authorities necessary to meet all statutory requirements.

*Comply with requirements of the Federal Transit Administration's **Best Practice Procurement Manual**, Master Agreement MA(11) Section 8 manual, and 49 CFR 18 regarding retention, access, security, and confidentiality of records where applicable.*

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**ACCREDITATION RECORDS** Records concerning compliance with standards outlined by accreditation programs.	Destroy in office 1 year after superseded.*	
2.	**AGENCY LOGS (SHEETS)** Records concerning individual agency ridership.	Destroy in office after 3 years.*	49 CFR 18.42
3.	**AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS** Includes driver's daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms.	Destroy in office after 5 years.*	49 CFR 18.42
4.	**AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS** Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients.	Destroy in office after 5 years.*	49 CFR 18.42
5.	**AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS**	Destroy in office after 1 year.	49 CFR 18.42

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
6.	**APPLICATIONS FOR ART-IN-TRANSIT** Applications and supporting documentation submitted by regional and national artists for exhibit on agency property.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 days	
7.	**APPLICATIONS FOR AWARDS** Applications and supporting documentation used to apply for various public and private awards.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	
8.	**APPLICATIONS FOR DISCOUNT PASSES** Applications, certificates of disability, and supporting documentation used to apply for discount passes.	Destroy in office 3 years after service is terminated or denied.	
9.	**APPLICATIONS FOR TRANSIT SERVICE** Includes customer applications, eligibility assessment records, correspondence, including email, health information, riders' guides, and related records.	Destroy in office 3 years after service is terminated or denied.	
10.	**CALL IN LOGS (SHEETS)** Record concerning on-demand service requests.	Destroy in office after 5 years.*	49 CFR 18.42
11.	**CUSTOMER (RIDER) ALERTS** Records alerting customers of changes in regular service (e.g. detours, festivals, parades, etc.).	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
12.	**CUSTOMER (RIDER) IDENTIFICATION RECORDS** Records concerning customer identification, approvals, denials, and related information.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
13.	**DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS** Includes company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence, including email.	a) Destroy in office company-specific records 5 years after company is removed from certified list. b) Destroy in office related DBE program records, including Federal Transit Administration reports, 5 years from date record was created.	49 CFR 26
14.	**DISPATCH RECORDS** Reports, logs, and similar records used to document dispatch activities.	Destroy in office after 5 years.	49 CFR 18.42
15.	**LOST AND FOUND RECORDS** Logs, sheets, and similar records documenting items recovered from agency facilities and vehicles. May include customer receipts for claimed items.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
16.	**NATIONAL TRANSIT DATABASE (NTD) REPORT** Annual report submitted to the Federal Transit Administration and used as the basis for calculating each system's funding. May include records (data) used to generate reports regardless of format.	Destroy in office 5 years.*	49 CFR 18.42
17.	**OPERATOR BID RECORDS** Cards, sheets, and similar records documenting operators' route selections and choice for a service period.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
18.	**OPERATOR SHIFT INSPECTION RECORDS** Reports and similar records of operator's inspections of vehicle at the beginning and end of shift.	Destroy in office after 5 years.	49 CFR 18.42

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
19.	**RADIO DISPATCH RECORDINGS AND LOGS** Recordings and logs of dispatch messages to and from transit operators.	Destroy in office after 90 days.*	
20.	**RIDERSHIP REPORTS** Includes shuttle logs concerning regularly scheduled individual ridership.	Destroy in office after 5 years.	49 CFR 18.42
21.	**ROUTE HISTORY RECORDS** Includes descriptions of routes, bus stops, passenger lists, and other related records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	
22.	**ROUTE MAINTENANCE RECORDS** Logs, sheets, and related records used to record needed road improvements.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 6 months after life of vehicle	
23.	**SAFETY CERTIFICATIONS** Records verifying that system elements such as vehicles, trolley and train cars, tracks, station components, and operating procedures comply with safety requirements.	Retain in office for life of structure or vehicle.	
24.	**SEAT BELT AND RESTRAINT SYSTEM RECORDS** Records concerning the use and installation of seat belts and other restraint systems in vehicles.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after life of vehicle	
25.	**SERVICE PERFORMANCE RECORDS** Records concerning quality control performance checks conducted on agency staff, contractors, and vendors.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
26.	**SERVICE PLANNING AND DEVELOPMENT RECORDS** Includes records concerning changes in routes and transportation services offered by the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later.	
27.	**SHELTER RECORDS** Includes adopt a shelter program records, listings of shelter sites, site permission for right of way, easements, and related documentation.	a) Retain in office shelter blueprints for life of structure. b) Destroy in office remaining records when administrative value ends, or when site is no longer used.† Agency Policy: Destroy in office after 6 months after life of structure	
28.	**TERMINAL DISPATCH RECORDS** Reports, logs, and similar records used to track daily terminal operations and activities.	Destroy in office after 1 year.	
29.	**TICKET CONSIGNMENT RECORDS** Logs, notebooks, and related records used to track tickets and passes provided to customers.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
30.	**TRIP REQUESTS** Passenger trip requests.	Destroy in office after 5 years.	49 CFR 18.42
31.	**TRANSIT SCHEDULES** Printed route schedules and related information used to generate schedules.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
32.	**TRANSPORTATION SYSTEM OPERATIONS REPORTS** Reports and supporting records summarizing transit system operations.	Destroy in office after 5 years.	49 CFR 18.42

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
33.	**TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS**	Destroy in office after 1 year.	
34.	**TRANSPORTATION SYSTEM STATISTICAL RECORDS** Reports and supporting records showing passenger trips, mileage, service hours, on-time performance, missed and/or late trips, road call, ridership, and similar statistical information.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 5 years after records were created or project ends, whichever is later.	49 CFR 18.42
35.	**VANPOOL DRIVER APPLICATIONS** Applications and supporting records submitted by persons operating vanpool vehicles.	a) Destroy in office accepted applications 3 years after person leaves program. b) Destroy in office applications for persons not accepted for program after 1 year.	
36.	**VANPOOL MONTHLY USAGE REPORTS** Includes logs, sheets, reports and similar records documenting starting and ending mileage, total miles driven, route locations, passenger rosters, and similar information.	Destroy in office after 5 years.	49 CFR 18.42
37.	**VEHICLE BREAKDOWN RECORDS** Reports and similar records documenting response time, location, vehicle identification, and similar information. See also **WORK ORDERS** item 62, page 14.	Destroy in office after 1 year.	
38.	**VEHICLE OPERATOR INSTRUCTIONS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
39.	**VEHICLE USAGE LOGS (SHEETS)** Includes date vehicle was used, pick-up and delivery locations, starting and ending mileage, total miles driven, and signature of driver.	Destroy in office after 1 year.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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STANDARD-15. PUBLIC UTILITIES AND WASTE MANAGEMENT RECORDS
Official records and materials created and accumulated for use by county sanitation, water, sewage, electrical, and gas operations.

ITEM #	***STANDARD-15: PUBLIC UTILITIES RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ABANDONED UTILITY LINE RECORDS** Records documenting the location of abandoned utility lines.	Retain in office until abandoned line is removed.	
2.	**ANNUAL REPORTS (UTILITIES)** Reports sent to the Federal regulatory agency including annual reports, power system statements, and gas reports.	Destroy in office after 5 years.	
3.	**CABLE TELEVISION FRANCHISE RECORDS** Includes contracts, agreements, and notice of franchise.	a) Retain in office contracts, agreements, and notice of franchise for life of the franchise. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after life of franchise	G.S. §66-350(4)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**CUSTOMER FINANCIAL RECORDS** Billing and receipt records concerning customer accounts. Includes billing adjustment records.	a) Destroy in office utility bills and receipts after 3 years.* b) Destroy in office copies of notices of unpaid bills after payment or deemed uncollectable. c) Destroy in office customer deposit records and direct draft authorizations 3 years after account is closed. d) Destroy in office customer account histories when administrative value ends. † Agency Policy: Destroy in office after 1 year	Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information.
5.	**CUSTOMER USAGE RECORDS** Includes reports, plans, or similar records submitted by industrial users, or publicly-owned treatment works concerning intended or actual use of the system.	Destroy in office after 3 years.*	40 CFR 403.12(o)(3)
6.	**CUSTOMER WORK ORDERS** Includes service orders such as to connect and disconnect service or other maintenance functions.	Destroy in office 1 year after completion of work.	
7.	**LANDLORD AGREEMENTS** Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property.	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS)** Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, lines, etc., throughout the system. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office for life of system. GIS dataset: Records for life of system. Create a snapshot of dataset annually. To maintain, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
9.	**METER RECORDS (ELECTRIC, WATER, GAS)** Includes meter reading records showing consumer consumption, and records concerning installation, testing, and calibration of devices.	a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational if like replacement occurred. b) Destroy in office records verifying installation of meter 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. c) Destroy in office remaining records after 3 years.*	
10.	**NOTICE TO PROPERTY OWNERS OF APPROVAL OF WATER UTILITY INSTALLATION**	Destroy in office after 2 years.	
11.	**OUTSIDE WASTE CLEARANCE RECORDS** Records allowing parties outside the county's jurisdiction to dispose of waste at landfill.	Destroy in office 3 years after expiration of agreement.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**PRETREATMENT PROGRAM RECORDS** Includes annual pretreatment reports, records of monitoring activities and results, water quality records, and other related documentation.	a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.* b) Destroy in office remaining records after 3 years.*	15A NCAC 02H .0908(f)(1) 40 CFR 503.17
13.	**PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS** Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records.	a) Retain in office as built plans and specifications permanently. b) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred. c) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. 15A NCAC 18C .0300 and 2H .0115
14.	**REPORTS: RECYCLING TONNAGE** Records documenting tonnage of materials collected at curb and dropped off at recycling centers.	Destroy in office after 3 years.	
15.	**SANITARY SURVEY RECORDS** Includes reports, summaries, studies, correspondence, including email, and other related records documenting the sanitary condition of system.	Destroy in office 10 years after completion of survey.*	40 CFR 141.33(c) 15A NCAC 18C .1526
16.	**SCALE HOUSE VIDEO MONITORING RECORDINGS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 30 days	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**SERVICE AGREEMENTS** Includes liquefied natural gas, electric, sewage, water and wastewater, and drainage maintenance agreements.	Destroy in office 3 years after termination or expiration.*	
18.	**SERVICE INTERRUPTION RECORDS** Includes reports, logs, or similar records documenting service interruptions.	Destroy in office after 3 years.*	
19.	**SEWER JETTING AND VECTORING RECORDS** Records documenting the routine cleaning of wastewater lines.	Destroy in office after 3 years.	
20.	**SLUDGE TREATMENT RECORDS** Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans, and other related documentation.	Destroy in office after 5 years.*	40 CFR 503.17
21.	**SOLID WASTE CONVENIENCE CENTER FILE** Annual reports to the Department of Environment & Natural Resources – Division of Pollution Prevention & Environmental Assistance.	Destroy in office after the 5 year reporting period is complete.	
22.	**SOLID WASTE SERVICE FILE** Includes requests for service, billing records, and payment records.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
23.	**TAP AND HOOK UP RECORDS** Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office denied applications and remaining records when administrative value ends.† Agency Policy: Destroy in office after 3 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-16. RISK MANAGEMENT RECORDS
Official records created and accumulated for use by county risk management officers.

ITEM #	STANDARD-16: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 60, page 86.	a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 60, page 86. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
2.	**ASBESTOS MANAGEMENT PLAN**	a) Destroy in office 1 year after building is demolished. b) If building is sold transfer records to new owner.	29 CFR 1910.1001(j)(3)(ii)
3.	**ASBESTOS TRAINING RECORDS**	a) Destroy in office employee-specific records 1 year after separation. b) Destroy other records in office when superseded or obsolete.	29 CFR 1910.1001(m)(4)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-16: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**BLOODBORNE PATHOGEN TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii)
5.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, passes, parking permits, etc., to employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after return and/or dissemination of employment	
6.	**FUEL OIL STORAGE TANK RECORDS**	Destroy in office closure records 3 years after completion of permanent closure.	40 CFR 280.34 40 CFR 280.74
7.	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	29 CFR 1910.120(p)(8)(iii); 29 CFR 1910.120 Appendix E
8.	**HEALTH AND SAFETY RECORDS** Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
9.	**INSURANCE AND LIABILITY WAIVERS**	Destroy in office 6 years from date of termination or settlement of all claims.*	
10.	**INSURANCE AUDITS, SURVEYS, AND REPORTS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-16: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**LOSS CONTROL INSPECTION REPORTS** Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years	
12.	**LOST AND STOLEN PROPERTY REPORTS** Includes reports of vandalism.	Destroy in office after 3 years.*	29 CFR 1910.1200 29 CFR 1910.22E
13.	**MATERIAL SAFETY DATA SHEETS** Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. *Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30 year period.*	29 CFR 1910.1200
14.	**NOTIFICATION OF PENALTY ASSESSMENT FILE**	Destroy in office after 6 years.	
15.	**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE** Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
16.	**RESPIRATOR PROGRAM RECORDS** Includes respirator fit test records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after next file test	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-16: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**SELF-INSURER CERTIFICATION FILE**	Destroy in office 6 years from date of termination or settlement of all claims.	
18.	**U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 5 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Section

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

_____ Add a new item
_____ Delete an existing item Standard Number _____ Page _____ Item Number _____
_____ Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **VOLUME OF RECORDS IN LINEAR INCHES** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Section
REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone number _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Head of Governing Board Date

Concurred by: _____, _____, _____
(as indicated) Signature Assistant Records Administrator Date
NC Division of Archives and Records

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RECORDS RETENTION AND DISPOSITION SCHEDULE

PUBLIC LIBRARIES

Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

October 12, 2009

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PUBLIC LIBRARY
Records Retention and Disposition Schedule

The records retention and disposition schedule and retention governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. 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.

This local government agency and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official public records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative purposes 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. This local government agency agrees to establish and enforce internal policies that will specify how long those records must be retained, and when they must be destroyed.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

_____
Library Director

David Brook, Director
Division of Historical Resources

APPROVED

_____
Chairman, Library Board of Trustees

Linda A. Carlisle, Secretary
Department of Cultural Resources

County/Municipality/Region: _____

October 12, 2009

EXECUTIVE SUMMARY

According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your library is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.

Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever.

The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver negative (the original) in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your county for the most current information.

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MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this "records retention and disposition schedule"?

A. This document is a tool for the employees of public libraries across the state to use when managing the records in their offices. It lists records commonly found in public library offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your public library and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get it approved?

A. This schedule must be approved by the governing board of the library for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Do I have to have all of the records listed on this schedule?

A. No. This is not a list of records you must have in your office.

Q. Do the standards correspond to the organizational structure of my library?

A. Standards are grouped together to make it easier for users to find records. You may find that the records are grouped according to the organizational structure of your library, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule is to provide an easy reference guide for the records created in your library.

Q. I can't find some of my records on this schedule.

A. Call the Records Management Analyst assigned to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

Q. What are public records?

A. The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

> "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Can anyone see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

> "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. … No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. *Do I have to make copies of drafts available to the public that haven't been approved?*

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. *What do I do with permanent records?*

A. Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. *What is historical value?*

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your county for further assistance.

Q. *I don't have any records.*

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *May I store our unused records in the basement (attic, outdoor shed)?*

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?*

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all of our old records at the State Archives?*

A. Probably not. The State Archives collects only very specific types of records from county and municipal offices. You are certainly welcome to contact the analyst assigned to your county for more information about appraisal and accessioning.

Q. *I have found some really old records. What should I do with them?*

A. Call the analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

Q. *Whom can I call with questions?*

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION
AND OTHER OFFICIAL ACTIONS

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS: FINANCIAL** Item 6, page 13.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the library should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question below, "***How should I deal with my permanent records?***")

Q. How do I destroy records?

A. After your library has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated;
e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?

A. At the end of this schedule is a form called the **Request and Approval of Unscheduled Records Disposal**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.

Q. Do I have to tell anyone about the destruction?

A. We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. Can I give my old records to the historical society?

A. Before you offer any record to a historical society, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. When can I delete my email?

A. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at http://www.records.ncdcr.gov/):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*

Q. We have an imaging system. Do we have to keep the paper?

A. You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

> Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. Do I have to print my email to file it?

A. As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. I use my personal email account for work. No one can see my personal email.

A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Our office provides a publication, *Micrographics: Technical and Legal Procedures,* on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver original in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your county for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the "*Certification of the Preparation of Minutes for Microfilming*" form (available online at http://www.records.ncdcr.gov/imaging.htm#minutes) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they're being filmed?

A. Just call the Raleigh Office at (919) 807-7350, and ask for the analyst in charge of minutes.

Q. Can I email you my minutes?

A. Not at this time. We require photocopies of the approved minutes, complete with signatures.

Q. I have some old minutes that aren't signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my minutes are destroyed after they have been filmed?

A. Call the analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your county.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. While we have a group of prepared workshops that we can offer at any time, we are also happy to work with you directly to develop training suited to your specific needs. Our basic workshops are:

- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management;
- **Evaluating Filing Systems** – how to evaluate and improve paper or electronic filing systems;
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;
- **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let the analyst assigned to your county know what type of training you need.

Q. Do we have to come to Raleigh for workshops?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

Q. Is there a fee for workshops?

A. Not at this time.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal ("to" and "from") information, or information that does not add significance to the transmitted material;
- routing slips or other records that transmit attachments;
- reservations and confirmations;
- personal messages (including electronic mail) not related to official business;
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records;
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business;
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its **Request and Approval of Unscheduled Records Disposal** (located at the end of the this schedule). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine administration of public library administrative offices.

ITEM #	***STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
2.	**AGENDA AND MEETING PACKETS FILE** Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies. See also **MINUTES OF PUBLIC BODIES** item 37, page 7.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.	
3.	**APPLICATIONS FOR APPOINTMENT** Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records after 2 years.	
4.	**APPOINTMENTS REPORTING RECORDS** Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1
5.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**AUDITS: PERFORMANCE** Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also **AUDITS: FINANCIAL** item 6, page 13.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
7.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	
8.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of county and municipally owned buildings and facilities. May include as-built plans and related records concerning approved changes.	Retain in office for life of structure.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
9.	**BULLETINS**	Destroy in office when administrative value ends.	
10.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
11.	**CENSUS PROJECT FILE** Records created to assist the U.S. Census Bureau and county agencies with the decennial census.	Destroy in office when administrative value ends.	
12.	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**CITIZEN COMPLAINTS AND SERVICE REQUESTS** Records concerning objections, dissatisfaction or disagreements with actions or positions taken or not taken by a public library. May include routine requests for service or information and petition with no legal affect.	Destroy in office 1 year after resolution.*	
14.	**COMPREHENSIVE PLAN** Long-range plan outlining policies, guidelines and plans for future development of the library. Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	
15.	**CONFERENCES AND WORKSHOPS FILE** Records concerning conferences and workshops conducted or attended by library employees. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 29, page 42.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
16.	**CORRESPONDENCE AND MEMORANDA** See also **Public Records with Short Term Value** page x. For information on handling electronic mail, See **Electronic Records and Digital Imaging** section page vii.	a) Retain records with historical value permanently. b) Destroy in office routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years.	
17.	**CUSTOMER CALL CENTER RECORDINGS** Recordings made of calls to customer service centers for quality assurance and training purposes.	Destroy in office when administrative value ends.	
18.	**DONATIONS AND SOLICITATIONS**	Destroy in office after 1 year.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
19.	**EQUIPMENT AND FACILITY USAGE RECORDS** Records concerning the assignment, request and usage of agency assets. May include mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property. See also **VEHICLE USAGE RECORDS** item 63, page 11.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
20.	**EQUIPMENT AND PROPERTY INVENTORIES** Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
21.	**EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of library owned equipment. See also **GRANTS** item 30, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of equipment after 1 year. b) Retain for life of equipment records documenting all other equipment maintenance and repairs.	
22.	**EQUIPMENT REFERENCE FILE** Includes operation, specification and technical manuals, brochures, bulletins and related records.	Destroy in office when superseded, obsolete or asset is no longer owned.	
23.	**FACILITY ACCESSIBILITY FILE** Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of library buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.	Destroy in office after 5 years.*	29 CFR 1602 (1992)

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
24.	**FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of library owned facilities. See also **GRANTS** item 30, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
25.	**FUND DRIVE AND EVENT RECORDS** Records concerning the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
26.	**GOALS AND OBJECTIVES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
27.	**GOING-OUT-OF-BUSINESS LICENSES** Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
28.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	
29.	**GRANT PROPOSALS**	a) Transfer records concerning approved grants to **GRANTS** item 30, page 6 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
30.	**GRANTS** Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also **GRANTS: FINANCIAL** item 35, page 17.	a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.* b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.	
31.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the organization and its employees. May include published and unpublished histories, photographs, newspaper clippings, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
32.	**INDEX FILE**	Destroy in office when reference value ends.	
33.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.	
34.	**LITIGATION CASE FILE** Legal cases in which the agency is a party.	a) Transfer to **LITIGATION CASE RECORDS** item 11, page 34 when reference value ends. b) Destroy in office copies when administrative value ends.	Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.
35.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
36.	**MANAGEMENT STUDIES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
37.	**MINUTES OF PUBLIC BODIES** As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards. See the **Microfilm** section on page viii for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the NC State Archives. The NC State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the NC State Archives reserves the right to designate the minutes as permanent. d) Reference copies of minutes of any public body may be destroyed when administrative value ends. No NC State Archives approval to purge is required.	G.S. § 143-318.10
38.	**MINUTES (STAFF MEETINGS)** Minutes of meetings including all referenced and attached documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	G.S. § 143-318.10(c)
39.	**MOTOR VEHICLE RECORDS** Records on each vehicle showing make, model, original cost, mileage, and cost of operation.	Destroy in office after disposal of vehicle.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
40.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules. See also **AFFIDAVITS OF PUBLICATION** item 1, page 32.	Destroy in office when administrative value ends.	
41.	**OFFICE SECURITY RECORDS** Records concerning the security of the office, its equipment, and office personnel. May include visitor's register, security and surveillance system reports and recordings.	a) Destroy in office or reuse after 30 days tapes not required to support known investigations or litigation b) Destroy in office all remaining records after 1 year.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
42.	**ORDINANCES** Includes code of ordinances and ordinance development records. See the **Microfilm** section on page viii for instructions on microfilming.	a) Retain official copy permanently. b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends. c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.	
43.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies and similar records describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other copies when superseded or obsolete.	
44.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
45.	**PETITIONS (CITIZEN)**	Destroy in office when administrative value ends.	
46.	**PLANNING AND DEVELOPMENT FILE** Records concerning the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
47.	**PRINTING REQUESTS**	Destroy in office when reference value ends.	
48.	**PROJECTS FILE** Includes project correspondence, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
49.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.	
50.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
51.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic.	Destroy in office when reference value ends.	
52.	**RECORDS MANAGEMENT FILE** Includes correspondence with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain records concerning the final disposition of records permanently. b) Destroy in office remaining records when administrative value ends.	
53.	**REFERENCE (READING) FILE** Subject file containing informational copies of records organized by areas of interest.	Destroy in office when reference value ends.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
54.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, semi-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain reports and studies prepared by request of an agency's governing body or a court permanently. c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years. d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis after 1 year . e) Destroy in office remaining reports and studies when administrative value ends. *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
55.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also **BIDS FOR PURCHASE** item 9, page 14.	Destroy in office when administrative value ends.	
56.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	
57.	**RESEARCH AND STUDIES FILE (ADMINISTRATIVE)** Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
58.	**RESOLUTIONS, PROCLAMATIONS AND ORDERS** See the **Microfilm** section on page viii for instructions on microfilming .	a) Retain one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends. c) Destroy in office development records when administrative value ends.	
59.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
60.	**TELEPHONE USAGE LOGS AND REPORTS**	Destroy in office when administrative value ends.	
61.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
62.	**VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of library owned vehicles. See also **GRANTS** item 30, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of vehicles after 1 year. b) Retain records documenting all other maintenance and repairs for life of vehicle.	
63.	**VEHICLE USAGE RECORDS** Records concerning the assignment, request and usage of library vehicles. May include mileage and checkout logs, fuel consumption reports, authorizations and similar records relating to the assignment and use of library vehicles.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
64.	**WORK ORDERS (EQUIPMENT REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 21, page 4.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
65.	**WORK ORDERS (FACILITY REPAIR)** Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for **FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 24, page 5.	
66.	**WORK ORDERS (VEHICLE REPAIR)** Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for **VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 63, page 11.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of public libraries.

ITEM #	***STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the library owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTABLE**	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	**ARBITRAGE RECORDS** Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and all related debts and obligations have been satisfied.*	26 CFR Part 1 Section 1.148-5(d)(6)(iii)
6.	**AUDITS: FINANCIAL** Records concerning internal and external financial statements and related financial audits. Includes reports, working papers, and related records. See also **AUDITS: PERFORMANCE** item 6, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	G.S. § 159-34
7.	**AUTHORIZATION FORMS**	Destroy in office after 3 years.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRANTS.**	Destroy in office after 3 years.*	
9.	**BIDS FOR PURCHASE** Records concerning quotes to supply products and services. May include advertisements, requests for proposals, tabulations, bid bonds, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.* b) Destroy in office all other successful (awarded) bid records 3 years after purchase.* c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.*	G.S. § 143 Article 8
10.	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	G.S. § 153A-176
11.	**BILLING AND CLAIMS** Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office 3 years after settlement.*	
12.	**BOND AND OTHER DEBT FINANCIAL RECORDS** Includes banks statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	
13.	**BOND CLOSING RECORDS** Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records.	Destroy in office 3 years after entire issuance has been satisfied.*	G.S. § 159 Article 7
14.	**BONDS, NOTES AND COUPONS**	Destroy in office 1 year from date of payment.	G.S. § 159-139

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
15.	**BOND REGISTER** Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	G.S § 159-130
16.	**BUDGET RESOLUTIONS AND ORDINANCES** Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain official copies in the minutes of the governing board permanently. b) Destroy in office remaining copies when administrative value ends.	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15
17.	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	Destroy in office after 3 years.*	G.S. § 159-10
18.	**CASH RECEIPTS**	Destroy in office after 3 years.*	
19.	**CHECK STUBS** Stubs for checks written on agency accounts.	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
20.	**CHECK REGISTERS, VARIOUS FUNDS**	a) Destroy in office computerized check registers after 1 year.* b) Destroy in office all other registers after 3 years.*	
21.	**CONTRACT BUDGET AND EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
22.	**COST ALLOCATION PLANS**	Destroy in office after 3 years.*	
23.	**CREDIT CARD USE FILE**	Destroy in office after 1 year.*	
24.	**DAILY CASH REPORTS**	Destroy in office after 1 year.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
25.	**DAILY DETAIL REPORTS**	Destroy in office after 1 year.*	
26.	**DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS**	Destroy in office after 1 year.*	
27.	**DEPOSITS**	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	**DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)**	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
29.	**DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS**	Destroy in office when superseded or obsolete.	
30.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	
31.	**ESCHEAT AND UNCLAIMED PROPERTY FILE**	Destroy in office after 10 years.	Comply with applicable provisions of G.S. §116B-60 and §116-73.
32.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
33.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS** See also **GRANTS: FINANCIAL** item 35, page 17.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
34.	**FINANCIAL JOURNALS AND LEDGERS**	a) Destroy in office year-end summaries of receipts and disbursements after 3 years. b) Destroy in office daily, monthly or quarterly transaction detail journals and ledgers after 1 year.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**GRANTS: FINANCIAL** Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records. See also **GRANTS** Item 30, page 6.	Destroy in office 5 years after submission of final report.*	
36.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance providers as proof of coverage. See also **BILLING AND CLAIMS** item 11, page 14, and **GRANTS: FINANCIAL** item 35, page 17.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
37.	**INVESTMENT RECORDS** Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdrawal, notices, and other related account activity documentation.	Destroy in office after 3 years.*	G.S. § 159-30
38.	**INVOICES**	Destroy in office after 3 years.*	
39.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
40.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 3 years.*	
41.	**MONTHLY BUDGET REPORTS**	Destroy in office after 2 years.*	
42.	**PAID CHECKS, BILLS AND VOUCHERS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
43.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, W-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records.	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy in office remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
44.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy in office all remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
45.	**POPULAR ANNUAL FINANCE REPORT**	a) Retain records with historical value permanently. b) Destroy in office copies when administrative value ends.	
46.	**PURCHASE ORDERS** Records, forms, packing slips and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL** item 35, page 17.	a) Destroy capital improvement purchase orders 6 years after completion or termination of project.* b) Destroy in office all other purchase orders after 3 years.* *Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.*	
47.	**PURCHASING REPORTS AND LOGS** Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
48.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
49.	**TELEPHONE LOGS (BILLINGS)**	Destroy in office after 1 year.*	
50.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records concerning the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy in office all remaining records after 4 years.*	29 CFR 516.5 29 CFR 516.6 29 CFR 825.500 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4
51.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL** item 35, page 17.	Destroy in office after 3 years.*	
52.	**VENDOR FILE** Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when administrative value ends.	
53.	**VOUCHER REGISTERS FILE**	Destroy in office after 3 years.*	
54.	**VOUCHERS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
55.	**WITHHOLDING TAX FILE** Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes. May also include IRS form 941 and other records of tax liabilities to the IRS and NC Department of Revenue.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy in office all remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS
Information technology encompasses all activities undertaken by public library departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))

ITEM #	***STANDARD-3: INFORMATION TECHNOLOGY RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
GENERAL ADMINISTRATION Records concerning IT policy development, planning, and the coordination of activities.			
1.	**ADMINISTRATION FILE** Records concerning the administration of IT services. May include correspondence, memoranda, reports, publications, and other related records.	a) Retain records with historical value permanently. b) Destroy in office when superseded or obsolete.	
2.	**POLICIES AND PROCEDURES** Records concerning policies and procedures. May include systems development, data retention and disposition, data ownership, and access and security.	a) Retain official copy of internal agency policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

*See ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,*** *page v.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**SERVICES PLANNING FILE** Plans for information resources management, information systems development, technology acquisitions, data processing services provision, and related functions.	a) Retain records with historical value permanently. b) Destroy in office master copies of plans and supporting records after 3 planning cycles subsequent to completion or revision of plans. c) Destroy in office remaining records when superseded or obsolete.	
4.	**PROCUREMENT (HARDWARE & SOFTWARE) FILE** Reference copies of records concerning the procurement of system hardware and software. May include request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information, including references and literature on the firm or product line.	Destroy in office when reference value ends.	
5.	**PROCUREMENT (IT SERVICES) FILE** Reference copies of records concerning the purchasing process, authorizes and provides funds for payments, and satisfies claims by private service providers. May include purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.	Destroy in office when reference value ends.	
6.	**USER CHARGE BACK FILE (IT)** Records concerning documentation of usage, calculation of costs, and billing of program units for IT services.	Destroy in office after 3 years. *	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page v.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
SYSTEMS AND APPLICATION DEVELOPMENT Records concerning the development, modification, procurement, and testing of systems and applications.			
7.	**APPLICATION DEVELOPMENT PROJECT FILE** Records concerning the development and modification of an automated system or application. May include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence.	Destroy in office 3 years after completion of project. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".
8.	**APPLICATION DOCUMENTATION FILE** Records concerning program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.	Destroy in office 1 year after program is superseded or obsolete. *	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**DATA DOCUMENTATION FILE** Records (sometimes known as metadata) concerning the development and modification of and the access, retrieval, manipulation, and interpretation of data in an automated system. May include data element dictionary, file layout, codebook or table, and other records concerning the meaning, purpose, structure, logical relationships, and origin of the data elements.	Destroy in office 3 years after system or application has been discontinued and after system's or application's instance data have been destroyed or transferred to a new structure or format. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".
10.	**SYSTEMS DOCUMENTATION FILE** Records concerning user and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or work flow records, system specifications, and input and output specifications.	Destroy in office 3 years after superseded or obsolete. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	
11.	**QUALITY ASSURANCE FILE** Records concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines. May include reviews, assessments, and supporting documentation.	Destroy in office 3 years after associated source code is superseded or obsolete. *	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page v.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**TEST DATABASE FILE** Records concerning benchmark data sets, test results constructed or used to test or develop a system, and other related documentation.	Destroy in office when reference value ends. *	
COMPUTER OPERATIONS AND TECHNICAL SUPPORT Records concerning operating systems, maintaining hardware and software, data input services, system backup off-line storage operations, job and production control, monitoring system usage, and liaison with hardware and software vendors.			
13.	**AUDIT TRAILS FILE** Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years. *	
14.	**COMPUTER RUN SCHEDULING** Records concerning the scheduling of computer runs. May include daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Destroy in office when administrative value ends. *	
15.	**HARDWARE DOCUMENTATION** Records concerning the use, operation, and maintenance of an agency's IT equipment. May include operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Destroy in office when superseded or obsolete and after transfer of data to new hardware environment.	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page v.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
16.	**INPUT/SOURCE RECORDS** Records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled in any agency records schedule.	Destroy in office after completion of data entry and after all verification and quality control procedures. *Retention Note: Records retained for fiscal audit or legal purposes, or records that include information not entered into the data file, need to be scheduled separately by the responsible program unit.*	
17.	**IT MAINTENANCE CONTRACTS** Reference copies of maintenance contracts and related records for data processing equipment. May include copies of contracts, service histories, and work orders.	Destroy in office after administrative value ends.	
18.	**OFF-LINE STORAGE LIBRARY CONTROL RECORDS** Records (automated or non-automated) concerning control of the location, maintenance, and disposition of off-line storage media. May include lists of holdings, control logs, and scratch reports (file destruction reports).	a) Retain destruction records permanently unless transferred to **RECORDS MANAGEMENT FILE** item 52, page 9. b) Destroy in office all other records after 3 years.*	
19.	**SYSTEM AND HARDWARE CONVERSION PLANS** Records concerning the replacement of equipment or computer systems.	Destroy in office 1 year after completion of conversion.	
20.	**SCANNING AND DATA ENTRY AUDIT REPORTS** Reports documenting the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
21.	**SCANNING AND DATA ENTRY QUALITY CONTROL RECORDS** Logs and reports documenting quality control procedures and corrective action taken in scanning and data entry processes.	Destroy in office after 3 years.*	
DATA ADMINISTRATION Records concerning data administration support. May include maintenance of data standards, corporate data models, and data definitions and dictionaries.			
22.	**DATA/DATABASE DICTIONARY** Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, and origin of data. May include information on data element definitions, data structures or file layout, code tables, and other data attribute information.	Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format. *Please Note: These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes off-line. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a program records retention and disposition schedule.*	
23.	**DATA/DATABASE DICTIONARY REPORTS** Periodic printouts from a data/database dictionary system. May include data element attribute reports, database schema, and related records used for reference purposes.	Destroy in office when superseded or obsolete.	
24.	**FINDING AIDS (INDEXES)/TRACKING SYSTEMS FILE** Includes electronic indexes, lists, registers, and other finding aids providing access to records in paper and electronic format in the custody of the data processing unit.	Destroy in office when related paper or electronic records have been destroyed or transferred in accordance with the disposition of the related paper or electronic records, as appropriate.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
USER/OFFICE AUTOMATION SUPPORT Records concerning the support to users of a computer application or office automation system. May include assisting users to solve software and hardware problems, installing hardware or software, providing training, and providing review and recommendation of software for agency use.			
25.	**HARDWARE AND SOFTWARE REVIEW** Records concerning the review of and recommendations for hardware and software use. May include vendor information, manuals, hardware and software reviews, and other related records.	a) Destroy in office review materials after selected hardware or software is no longer in use. b) Destroy in office review material for non-selected hardware or software after reference value ends.	
26.	**HELP DESK TELEPHONE LOGS AND REPORTS** Records concerning requests for technical assistance and responses to these requests as well as the collection of information on the use of computer equipment for program delivery, security, or other purposes.	Destroy in office after 2 years. *	
27.	**SITE, EQUIPMENT, AND SOFTWARE SUPPORT FILE** Records concerning support services provided to specific equipment and software or installations. May include site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	a) Destroy in office service histories and other summary records when equipment or software is no longer in use. b) Destroy in office remaining records after 3 years.	
28.	**TRAINING COURSE INFORMATION (IT)** Records concerning training courses run by a user support or office automation support group. May include memoranda, flyers, catalogues, registration forms, rosters, and other related records.	Destroy in office when superseded or obsolete.	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page v.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
NETWORK AND DATA COMMUNICATION SERVICES Records concerning installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and communicating with network providers.			
29.	**CIRCUITS (IT) INVENTORIES FILE** Records concerning network circuits used by the agency. May include circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other related records.	Destroy in office when superseded or obsolete.	
30.	**NETWORK AND CIRCUIT INSTALLATION AND SERVICE FILE** Records concerning requests by departments to public or private providers for data communication service, installation, or repair. May include work orders, correspondence, memoranda, work schedules, copies of building or circuitry diagrams, copies of fiscal documents, and other related records.	Destroy in office 2 years after completion of work. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
31.	**NETWORK IMPLEMENTATION PROJECT FILE** Records concerning the planning for and implementation of a network. May include reports, justifications, working diagrams of proposed network, wiring schematics, diagrams and other related records.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
32.	**NETWORK SITE AND EQUIPMENT SUPPORT FILE** Records concerning support services provided to specific sites and computer to computer interfaces on a network. May include site visit reports, trouble reports, service histories, and correspondence and memoranda.	a) Destroy in office service histories and other summary records when equipment is no longer in use. b) Destroy in office remaining records after 3 years.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
COMPUTER AND INFORMATION SECURITY Records concerning measures taken to secure government property, networks, and data. *Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))*			
33.	**AGENCY INTERNET SERVICES LOGS** Electronic files or automated logs created to monitor access and use of services provided via the Internet and use of the internet by employees. May include FTP (file transfer protocol), World Wide Web sites, agency Telnet services, or other service providers.	Destroy in office after 1 year. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
34.	**COMPUTER USAGE FILE** Electronic files or automated logs created to monitor computer system usage. May include login files, system usage files, data entry logs, data concerning individual computer program usage, security logs, and other related records.	Destroy in office after 3 years. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
35.	**COMPUTER SECURITY INCIDENT FILE** Records concerning incidents involving unauthorized attempted entry, probes and/or attacks on electronic data processing systems, information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. May include reports, logs, extracts and compilations of data, and other related records.	Destroy in office when administrative value ends. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
36.	**DISASTER PREPAREDNESS AND RECOVERY PLANS (IT)** Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in secure, off-site location.)	a) Retain records documenting past disaster recovery permanently. b) Destroy in office other records when superseded or obsolete.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
37.	**NETWORK USAGE FILE** Electronic files or automated logs created to monitor network usage. May include login files, system usage files, and other related records.	Destroy in office when administrative value ends.	
38.	**NETWORK USAGE REPORTS** Summary reports and other related records created to document computer usage for reporting or other purposes.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
39.	**SYSTEM BACKUP FILE** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. (System backup files and records should be stored in secure, off-site location.)	Destroy in office in accordance with your office's established, regular backup plan and procedures. *See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on Government Records Branch website.*	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
40.	**SYSTEM USERS ACCESS RECORDS** Records concerning control or monitoring individual access to a system and its data.	Destroy in office 1 year after access for employee is withdrawn. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page v.*

STANDARD-4. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of public libraries or their individual employees or users.

ITEM #	***STANDARD-4: LEGAL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales etc. See also **NOTICES OF PUBLIC MEETINGS** item 40, page 8.	a) Retain permanently if record provides only evidence of action(s) taken. b) Destroy in office remaining records after 3 years.*	G.S. § 1 Article 50
2.	**COMPLAINTS (DISCRIMINATION)** Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	Destroy in office 2 years after final disposition of the charge.*	
3.	**CONTRACTS AND AGREEMENTS** Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation and memorandums of understanding.	c) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.* d) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.* e) Retain contracts and agreements with historical value permanently.	

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**CORRESPONDENCE (LEGAL)** Correspondence and related records concerning actions taken to recover debts, fines, penalties, and assure violations are addressed.	Destroy in office 3 years after resolution.* See also **Public Records with Short Term Value** page x. For information on handling electronic mail, see **Electronic Records and Digital Imaging** section page vii.	Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal counsel.
5.	**EASEMENTS AND RIGHT-OF-WAY AGREEMENTS** Granted to and by the agency. See also **ACCOUNTS PAYABLE** item 1, page 13 for disposition of financial records.	a) Retain originals permanently. b) Destroy in office copies when administrative value ends.	
6.	**ENCROACHMENTS FILE** Records concerning conflicts on land or water rights or obligations.	a) Retain originals permanently. b) Destroy in office copies when administrative value ends.	
7.	**INSURANCE POLICIES** Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the library.	a) Destroy in office when superseded or obsolete if no outstanding litigation.* b) Destroy other records in office 6 years after settlement. c) Destroy in office copies when administrative value ends.	
8.	**LEASES FILE** Records concerning leases for property leased by and from other parties and agency property leased to the public. See also **GRANTS** item 30, page 6.	a) Destroy original records 3 years after termination of lease.* b) Destroy copies in office when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.	a) Retain original records permanently. b) Destroy copies in office when administrative value ends.	
10.	**LEGAL REVIEW RECORDS** Includes legal reviews of bylaws and charges to boards and commissions, conflict of interest, and all other departmental matters as requested. See also **LEGAL OPINIONS** item 9, page 34.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
11.	**LITIGATION CASE RECORDS** Civil suits to which the library is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain cases having precedent or historical value permanently. b) Destroy in office adjudicated cases 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations. *Retention Note: Records are retained by the Clerk of Superior Court's office in each county.*	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
12.	**OATHS OF OFFICE FILE**	a) Transfer official copy to the Clerk to the Board. b) Destroy remaining records in office 3 years after official termination. *Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.*	

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS** Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office development records when ordinance is no longer in effect.	
14.	**OWNERSHIP RECORDS (DEEDS, TITLES)**	Destroy in office 1 year after library relinquishes ownership of land.*	
15.	**VEHICLE TITLES**	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
16.	**WARRANTIES**	Destroy in office 1 year after expiration of warranty.	

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page v.*

STANDARD-5. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of library employees. Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.

ITEM #	***STANDARD-5: PERSONNEL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ABOLISHED POSITION FILE**	Destroy in office when reference value ends.	
2.	**ADDRESS FILE**	Destroy in office when superseded or obsolete.	
3.	**ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES**	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b) 29 CFR 1608.4
5.	**APPRENTICESHIP PROGRAM RECORDS**	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	**APTITUDE AND SKILLS TESTING RECORDS** Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also **EMPLOYMENT SELECTION RECORDS** item 33, page 43.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS** Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives.	a) Destroy in office administrative records 3 years after completion of all audits.* b) Destroy in office yearly enrollment records after 1 year. c) Destroy in office claim records and receipts 3 years after completion of all audits.*	
8.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)** Includes notifications, election and claim forms, rejection letters and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	**DEFERRED COMPENSATION FILE**	Destroy in office when reference value ends.	
10.	**DISABILITY SALARY CONTINUATION CLAIMS**	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year.	
11.	**DISCIPLINARY FILE** Correspondence and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering an appeal or an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**DRUG AND ALCOHOL PROGRAMS FILE** Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms and all other program-related documents.	a) Destroy in office alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years. b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years. c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years. d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02 after 1 year. *Retention Note: Records should be maintained in a location with controlled access.*	49 CFR 382.401 49 CFR 40.333 49 CFR 655.71
13.	**DUAL EMPLOYMENT FILE** Records concerning employees' requests and authorizations to accept secondary employment.	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office unapproved requests and related records after 6 months.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE**	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office other records concerning approved requests when released from all audits. c) Destroy in office records concerning disapproved requests 6 months after disapproval.*	
15.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
16.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion. See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 31, page 42.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records 2 years after resolution of all actions.	
17.	**EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES** Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	
18.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
19.	**EMPLOYEE ELIGIBILITY RECORDS** Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	a) Destroy in office certificates, I-9 forms and statements, 3 years after individual was hired or 1 year from date of separation. b) Destroy in office registers after 2 years.	8 USC 1324(b)
20.	**EMPLOYEE EXIT INTERVIEW RECORDS**	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records after 1 year.	
21.	**EMPLOYEE HEALTH CERTIFICATES** Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31
22.	**EMPLOYEE MEDICAL RECORDS** Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910
23.	**EMPLOYEE PENSION AND BENEFITS PLANS** Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
24.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Transfer pension and deferred compensation enrollment forms to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy life, health, and disability insurance enrollment forms 4 years after termination of coverage.	
25.	**EMPLOYEE PERFORMANCE REVIEW FILE**	a) Destroy in office supervisor approved and signed work plans after 3 years. b) Destroy in office remaining records when administrative value ends.	
26.	**EMPLOYEE POLYGRAPH RECORDS** Includes statements informing employee of the time, place and reasons for the test. Copy of notice sent to examiner identifying employee to be tested. Copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
27.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.	
28.	**EMPLOYEE SUGGESTIONS**	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
29.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was created. c) Destroy in office remaining records when administrative value ends.	29 CFR 1627.3
30.	**EMPLOYEE WORKS SCHEDULES AND ASSIGNMENT RECORDS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.	
31.	**EMPLOYMENT APPLICATIONS AND RESUMES** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letter of reference and similar records.	a) Transfer application, resumes, transcripts and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created, received, or the personnel action involved. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
32.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
33.	**EMPLOYMENT SELECTION RECORDS** Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records. See also **APTITUDE AND SKILLS TESTING RECORDS** item 6, page 36.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records in office 2 years after resolution of all actions.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3
34.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS** Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the library.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45 b) Destroy in office all remaining records 2 years after resolution of case.*	29 CFR 1602.31
35.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS** Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include compiled documentation used to complete EEO reports.	Destroy in office after 3 years.	29 CFR 1602
36.	**EQUAL PAY RECORDS** Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
37.	**FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS** Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Destroy in office 3 years after leave ends.*	29 CFR 825.500(b)
38.	**FRINGE BENEFITS FILE**	Destroy in office when reference value ends.	
39.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence. See also **DISCIPLINARY FILE** item 11, page 96.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records after 2 years.	
40.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
41.	**INCREMENTS FILE**	Destroy in office when released from all audits.	
42.	**INTERNSHIP PROGRAM FILE**	Destroy in office after 3 years.	
43.	**LEAVE FILE** Records concerning employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc.	a) Destroy in office records concerning military service leave 5 years after returning for active duty.* b) Destroy in office records concerning non-military service leave after 5 years.*	5 CFR 1208 29 CFR 825.500(b)
44.	**LEAVE WITHOUT PAY FILE**	Destroy in office 5 years after return of employee or termination of employment.	
45.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
46.	**MERIT AND SENIORITY SYSTEM RECORDS**	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
47.	**PERSONNEL ACTION NOTICES** Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	
48.	**PERSONNEL RECORDS (OFFICIAL COPY)** Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. See also **EMPLOYEE MEDICAL RECORDS** item 22, page 40.	Destroy in office 30 years from date of separation.	G.S. § 160A-168 (Municipal Employees) G.S. § 153A-98 (County Employees)
49.	**PERSONNEL RECORDS (REFERENCE COPY)** Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office remaining records when administrative value ends.	
50.	**POLICIES AND PROCEDURES (PERSONNEL)**	a) Retain official copy of internal agency personnel policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
51.	**POSITION CLASSIFICATION/POSITION HISTORY FILE** See also **POSITION DESCRIPTION RECORDS** item 53, page 46.	a) Destroy in office when superseded or obsolete. b) Retain records with historical value permanently.	
52.	**POSITION CONTROL CARDS**	Destroy in office when reference value ends.	
53.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office 2 years from the date record is superseded.	29 CFR 1620.32
54.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
55.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.	
56.	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	
57.	**TEMPORARY EMPLOYEE RECORDS** Records concerning temporary employees who were not provided or eligible for benefits. Does not include personnel records created for specific federal programs.	a) If employee is a library employee, transfer applicable records to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) If the employee is a temporary service company employee, destroy in office 3 years from date of separation.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
58.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
59.	**UNEMPLOYMENT COMPENSATION REPORTS** Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	
60.	**UNEMPLOYMENT INSURANCE FILE**	a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	
61.	**VOLUNTEER RECORDS** Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
62.	**WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE** Includes program policies, guidelines, and related administrative documentation.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
63.	**WORKERS' COMPENSATION PROGRAM CLAIMS FILE** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).)	a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with library personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.* b) If official action has been initiated, transfer to **LITIGATION CASE RECORDS** item 11, page 34.	Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records.

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STANDARD-6. PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS
Official records and materials created and accumulated by county, municipal, and regional library systems.

ITEM #	***STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACQUISITIONS FILE** Lists of library materials ordered and received.	Destroy in office when superseded.	
2.	**CATALOGING REPORTS AND STATISTICS** Routine reports of cataloging work accomplished.	Retain in office for 1 year.	
3.	**CIRCULATION RECORDS – ITEM HISTORY** Records documenting the circulation history of specific items in the library collection.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
4.	**CIRCULATION RECORDS – USER HISTORY** Records documenting the borrowing history of library users.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
5.	**COMPUTER WORKSTATION RESERVATIONS** Logs and sign-in sheets for public computers.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
6.	**EQUIPMENT USE RECORDS** Records of the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD, or videotape players, cassette tape recorders, film projectors and other audio-visual equipment.	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**FEDERAL DEPOSITORY ACCOUNT FILE** Deposit Account Statements (GPO Form 1395) which provide data concerning the library's account at the Superintendent of Public Documents Office. Forms may include account numbers, stock numbers, account balances and other related information. May include other records concerning the library's account.	Destroy in office after 5 years.*	
8.	**FEDERAL DEPOSITORY LIBRARY CERTIFICATION** Records concerning the certification of the library by the Superintendent of Documents for being an authorized depository library. File may include certificate of inspections, correspondence regarding the status of the library's certification, inspection reports and related records.	Destroy in office when administrative value ends.	
9.	**FEDERAL DEPOSITORY SHIPPING LIST** Shipping list concerning depository items received from the Government Shipping Office. Shipping list may include description of items, classification numbers, item numbers and related information.	Destroy in office after 2 years.	
10.	**FEDERAL DOCUMENTS CHECK-IN RECORDS** Information concerning library receipt of Federal Documents.	Destroy in office when administrative value ends.	
11.	**FEDERAL DOCUMENTS STATISTICAL TRACKING REPORTS** Reports concerning totals of federal documents received and/or destroyed by the library. Reports may include total number of acquisitions, total number of document withdrawals, and total number of documents remaining in the collection.	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**FINES AND REPLACEMENT CHARGE RECORDS** Records relating to payments for fines and replaced library materials. Includes interlibrary loan materials.	a) Destroy in office individual user records when administrative value ends. b) Transfer other records as applicable to **DAILY CASH REPORT** item 24, page 16.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
13.	**HOLDINGS FILE** Inventory of the library's holdings. Also known as Catalog Cards or Shelf list.	Destroy in office when superseded.	
14.	**INTERLIBRARY LOAN DUPLICATION RECORDS** Records of expenses and reimbursements to copy or duplicate materials for interlibrary loans.	a) Destroy in office individual user records when administrative value ends. b) Transfer other records as applicable to **DAILY CASH REPORT** item 24, page 15.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
15.	**INTERLIBRARY LOAN REQUEST FILE (BORROWING LIBRARY)** Interlibrary loan requests made from other libraries.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
16.	**INTERLIBRARY LOAN REQUEST FILE (LENDING LIBRARY)** Interlibrary loan requests received from other libraries.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
17.	**LIBRARY ANNUAL REPORT** Annual report submitted to the Department of Cultural Resources.	Retain in office permanently.	G.S. §125-5

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
18.	**LIBRARY USAGE STATISTICS** Statistics collected on library usage, items circulated, information requests, and other library sponsored activities.	Destroy in office when incorporated into annual report.	
19.	**PROGRAM REGISTRATION RECORDS** Registration records for library sponsored events and may include sign-up sheets or completed registrations.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
20.	**REFERENCE REQUEST RECORDS** Records of reference requests submitted by users.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
21.	**USER APPLICATIONS** Forms submitted by individuals to request borrowing privileges from the library.	a) Destroy in office upon verification of input into automated system. b) Retain in office 30 days after expiration if not entered into an automated system.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.

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STANDARD-7. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by library administrative offices.

ITEM #	***STANDARD-7: PUBLIC RELATIONS RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain record with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years.	
2.	**AGENCY PUBLICATIONS**	a) Retain records with historical value permanently. b) Destroy remaining copies in office when administrative value ends.	
3.	**AUDIO RECORDINGS (PUBLIC RELATIONS)**	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.	
4.	**BIOGRAPHICAL DATA**	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.	
5.	**FILMS FILE**	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	

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ITEM #	STANDARD-7: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**NEWS CLIPPINGS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends.	
7.	**NEWS AND PRESS RELEASES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
8.	**PHOTOGRAPHS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
9.	**PUBLIC RELATIONS FILE** Records concerning overall public relations of library administrative offices. May include procedures, correspondence, and other related records.	Destroy in office after 5 years.	
10.	**SLIDES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
11.	**SPEECHES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
12.	**VIDEO RECORDINGS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
13.	**VISUAL AIDS**	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-7: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**WEBSITE (ELECTRONIC) FILE** Electronic records concerning the administration and maintenance of the library's Web site. (A network administrator or information systems office may maintain electronic files.)	a) Retain records with historical value permanently. Can be maintained in electronic or paper form. b) Erase/destroy in office when superseded or obsolete.	

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STANDARD-8. RISK MANAGEMENT RECORDS
Official records created and accumulated for use by public library risk management offices.

ITEM #	***STANDARD-8: RISK MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 63, page 48.	a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 63, page 48. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
2.	**ASBESTOS MANAGEMENT PLAN**	a) Destroy in office 1 year after building is demolished. b) If building is sold transfer records to new owner.	29 CFR 1910.1001
3.	**BLOODBORNE PATHOGEN TRAINING RECORDS** Includes records showing date of training sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii).
4.	**CLAIM COST REPORTS AND/OR STATEMENTS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious).	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
6.	**EMPLOYEE MEDICAL EXPOSURE RECORDS** Records concerning the exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens.	Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*	29 CFR 1910.
7.	**FIRE AND SAFETY FILE**	Destroy in office when superseded or obsolete.	
8.	**FUEL OIL STORAGE TANK RECORDS**	Destroy in office closure records 3 years after completion of permanent closure.	40 CFR 280.34 40 CFR 280.74
9.	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	
10.	**HEALTH AND SAFETY RECORDS** Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
11.	**HOLD HARMLESS AGREEMENTS** Agreements assuming liability. These agreements may be between the local government and an individual or a business. See also **CONTRACTS AND AGREEMENTS** item 3, page 32.	Destroy in office 3 years after date of termination or settlement of all claims.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**INSURANCE AUDITS, SURVEYS AND REPORTS**	Destroy in office when administrative value ends.	
13.	**LOSS CONTROL INSPECTION REPORTS** Self-inspections to identify potential liabilities or hazards that may exist in agency-owned buildings or property.	Destroy in office when administrative value ends.	
14.	**LOST AND STOLEN PROPERTY REPORTS** Includes reports of vandalism.	Destroy in office after 3 years.*	
15.	**MATERIAL SAFETY DATA SHEETS** Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. *Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where it was used, and when it was used is retained the required 30 year period.*	29 CFR 1910.1200 and 29 CFR 1910.22E
16.	**NOTIFICATION OF PENALTY ASSESSMENT FILE**	Destroy in office after 6 years.	
17.	**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE** Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
18.	**RESPIRATOR PROGRAM RECORDS** Includes respirator fit test records.	Destroy in office when administrative value ends.	
19.	**SELF-INSURER CERTIFICATION FILE**	Destroy in office 6 years from date of termination or settlement of all claims.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	***STANDARD-8: RISK MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
20.	**U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE**	Destroy in office when administrative value ends.	

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page v.*

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

☐ Add a new item
☐ Delete an existing item Standard Number _____ Page _____ Item Number _____
☐ Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature (Requestor's supervisor) Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator State Archives of North Carolina Date

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 and ask for the Records Management Analyst assigned to your agency.

This form is used to request approval from the Department of Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Record Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by: _____, _____, _____
Signature Requestor Date

Approved by: _____, _____, _____
Signature Requestor's Supervisor Date

Concurred by: _____, _____, _____
Signature Assistant Records Administrator, State Archives of North Carolina Date

Physical Address
215 N Blount St
Raleigh, NC 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

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RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY TAX ADMINISTRATION

Issued By:

NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
WWW.NCCULTURE.COM

North Carolina Department of Cultural Resources
Division of Archives and Records
State Archives of North Carolina
Government Records Section

April 17, 2013

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Tax Administration
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 provision of Chapters 121 and 132 of the *General Statutes of North Carolina,* it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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 are not authorized to be destroyed.*

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when *"administrative value ends."* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction *"destroy when administrative value ends."* If a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction *"destroy when* ***administrative value ends."***

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

-yba_L 'L · ./!oa-k

Tax Assessor/Collector

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

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Chairman, Bd. County Commissioners

Department of Cultural Resources

County:----------

April17, 2013

EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate records series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst assigned to your county for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this "records retention and disposition schedule"?

A. This document is a tool for county tax administrators across the state and their staff to use when managing the records in their offices. It lists records commonly found in tax administration offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your office and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get it approved?

A. This schedule must be approved the local Board of County Commissioners. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Do I have to have all of the records listed on this schedule?

A. No. This is not a list of records you must have in your office.

Q. What is the definition of "administrative value"?

A. Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen "administrative value" as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)

Q. What do I do with routing slips, fax cover sheets, reference copies, memory aids, reservations and confirmations, etc.?

A. According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

Q. Do the standards correspond to the organizational structure of my office?

A. Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your office, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule's organization is to provide an easy reference guide for the records created in your office.

Q. I can't find some of my records on this schedule.

A. Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the "search box" function on the PDF version of the schedule. If you still cannot locate your records on the schedule, then contact the Records Management Analyst assigned

to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

Q. What are public records?

A. The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

> "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Can anyone see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

> "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. … No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. What about records that the law says are not public?

A. Certain provisions in the General Statutes remove specific records from the category of "public records" as defined by G.S. §132-1. It is important to note that the only records which are not public records, are those individually described as such in the General Statutes. Certain records series on this records retention and disposition schedule are excluded from the definition of public records, and are marked as exceptions in the "Citation" column. For these series, the disposition instructions are only recommendations, and are not binding.

Unless otherwise specified, official records which are not public records are also exempt from the public inspection requirements outlined by G.S. §132-6.

Q. Do I have to make copies of drafts available to the public that haven't been approved?

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever. Permanent records must also have a security preservation duplicate, which is either a paper or microfilm copy.

Q. What is historical value?

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the Records Management Analyst assigned to your county for further assistance.

Q. I don't have any records.

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be retained or destroyed in accordance with the provisions of the appropriate records schedule.

Q. May I store our unused records in the basement (attic, outdoor shed)?

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all of our old records at the State Archives of North Carolina?

A. Probably not. The State Archives of North Carolina collects only very specific types of records from county offices. Contact the Records Management Analyst assigned to your county for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I have found some really old records. What should I do with them?

A. Call the Records Management Analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION
AND OTHER OFFICIAL ACTION

No record involved in a pending audit, legal, or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** item 7, page 2 and **AUDITS: FINANCIAL** item 5, page 14.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county tax office should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

Per 26 CFR 1.148-5(d)(6)(iii)(E), retain all documents related to a financing, including those related to construction or purchase of the financed asset, for the life of the debt plus 3 years.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question below, "***How should I deal with my permanent records?***")

Q. How do I destroy records?

A. After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated; or
e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request for Disposal of Unscheduled Records** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?

A. At the end of this schedule is a form called the **Request for Disposal of Unscheduled Records**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.

Q. Do I have to tell anyone about the destruction?

A. We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

ELECTRONIC RECORDS:
EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my email?

A. Email is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy email simply because storage limits have been reached.** Some examples of email messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

From the Department of Cultural Resources E-Mail Policy (Revised July 2009), available at the State Archives of North Carolina website

Other publications will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

Q. May I print my email to file it?

A. We do not recommend printing email for preservation purposes. Important metadata is lost when email is printed.

Q. I use my personal email account for work. No one can see my personal email.

A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

Q. We have an imaging system. Do we have to keep the paper?

A. You may scan any record, including permanent records. You will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your office should follow our guidelines, available on the State Archives of North Carolina website. Contact the Records Management Analyst assigned to your county for further instructions on how to develop a compliant Electronic Records Policy.

Permanent records must have a security preservation copy as defined by the State Archives of North Carolina's **Human-Readable Preservation Duplicate Policy** (G.S. §132-8.2):

> Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photostatic, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. … Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation security duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format, and therefore you may be approved to destroy hard copy originals after proper imaging. You will have to take precautions with records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records?

A. The following documents are available on the State Archives of North Carolina website:

- Best Practices for Cloud Computing: Records Management Considerations
- Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
- Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
- Best Practices for File Naming
- Best Practices for Social Media Usage in North Carolina
- Guidelines for Digital Imaging Systems
- Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

GEOSPATIAL RECORDS

Q. Why should GIS datasets be retained and preserved?

A. Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with DCR in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies, and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

A. The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes.

Consult **STANDARD-8: PROGRAM OPERATIONAL RECORDS: LAND RECORDS** for additional records series.

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

A. Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

A. Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at http://www.ncgicc.com/

You should also comply with guidelines and standards issued by DCR. Consult the DCR – Government Records website at http://www.records.ncdcr.gov/erecords/default.htm

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Q. Who should be responsible for creation and long-term storage of archived data?

A. The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. The State Archives of North Carolina provides a publication, *Micrographics: Technical and Legal Procedures,* on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your county for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the "*Certification of the Preparation of Minutes for Microfilming*" form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the Records Management Analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they're being filmed?

A. Call the Raleigh Office at (919) 807-7350, and ask for the Records Management Analyst in charge of minutes microfilming.

Q. Can I send you my minutes electronically?

A. We are working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.

Q. I have some old minutes that aren't signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my books are destroyed after they have been filmed?

A. Call the Records Management Analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7353 for the Head of the Government Records Section or (919) 807-7339 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your county.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact your Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:

- **Managing Public Records in North Carolina** – our basic introduction to the Public Records law and records management;
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
- **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens.

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let the Records Management Analyst assigned to your county know what type of training you need.

Q. Do we have to come to Raleigh for workshops?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

Q. Is there a fee for workshops?

A. Not at this time.

Q. Are the workshops available in an online format?

A. Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including:

- **Managing Public Records for Local Agencies**: Our basic introduction to the Public Records law and records management.
- **Managing Your Inbox: Email as a Public Record**: Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
- **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls**: More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of county tax departments.

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	Retain in office official copy permanently.	
2.	**AGENDA AND MEETING PACKETS FILE** Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. See also **BOARD OF EQUALIZATION AND REVIEW (MINUTES AND ATTACHMENTS)** item 3, page 54.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.† Agency Policy: Destroy in office after 1 year	
3.	**APPLICATIONS FOR APPOINTMENT** Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.	a) Destroy in office records concerning individuals appointed 1 year after expiration of term. b) Destroy in office remaining records after 1 year.	
4.	**APPOINTMENTS REPORTING RECORDS** Includes public boards, commissions, councils, and committees annual appointment reports filed with the NC Department of the Secretary of State, and related records.	Destroy in office after 2 years.	G.S. § 143-157.1

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Records concerning associations, organizations, groups, etc., that have some form of relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
6.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	
7.	**AUDITS: PERFORMANCE** Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also **AUDITS: FINANCIAL** item 5, page 14.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
8.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	Retain in office for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
9.	**BUSINESS CERTIFICATION RECORDS** Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office 3 years after most recent recertification. b) Destroy in office applications for which a certification was never issued when administrative value ends. † Agency Policy: Destroy in office after n/a	
10.	**BULLETINS**	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
12.	**CENSUS PROJECT FILE** Records created to assist the U.S. Census Bureau and county agencies with the decennial census.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
13.	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
14.	**CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS** Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. May include petitions signed by citizens requesting action or routine requests for service or information.	Destroy in office 1 year after resolution.*	
15.	**CITIZEN SURVEYS** Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
16.	**COMPREHENSIVE PLAN** Long-range plan outlining policies, guidelines and plans for future development of the county. Includes but is not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**CONFERENCES AND WORKSHOPS FILE** Records concerning conferences and workshops conducted or attended by agency employees. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 38.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. † Agency Policy: Destroy in office after 1 year	
18.	**CORRESPONDENCE AND MEMORANDA** Administrative and management correspondence/memoranda, including email, written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling email, see **Electronic Records and Digital Imaging** page viii.	a) Transfer after 3 years correspondence, including email, with historical value to the **HISTORIES FILE** item 30, page 7. b) Destroy routine administrative correspondence and memoranda when administrative value ends. † Agency Policy: Destroy in office after 3 years c) Destroy in office remaining records after 3 years. *Retention Note: The correspondence, including email, of the county tax assessor/collector has historical value and should be retained.*	
19.	**CUSTOMER CALL CENTER RECORDINGS** Recordings made of calls to customer service centers for quality assurance and training purposes.	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
20.	**EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. See also **GRANTS** item 29, page 7.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year. b) Destroy in office billing records after 3 years.* c) Retain for life of equipment and vehicles records documenting all other maintenance and repairs.	
21.	**EQUIPMENT AND VEHICLE REFERENCE FILE** Includes operation, specification, and technical manuals, brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
22.	**EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS** Records documenting the assignment, request, and usage of agency assets. May include mileage and checkout logs, fuel consumption reports, facility reservation requests, authorizations, and similar records relating to the assignment and use of agency owned property.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
23.	**FACILITY ACCESSIBILITY FILE** Records documenting compliance with the Americans with Disabilities Act (ADA). May include survey of agency buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, including email, resolutions, and solutions to access problems.	Destroy in office after 5 years.*	29 CFR 1602

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
24.	**FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records documenting the maintenance, repair, and inspection of agency owned facilities. See also **GRANTS** item 29, page 7.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of facilities after 1 year. b) Destroy in office records documenting all other facility maintenance, repair, and inspection (including plumbing, electrical, fire, and other systems) after 3 years.	
25.	**FUND DRIVE AND EVENT RECORDS** Records documenting the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year.	
26.	**GOALS AND OBJECTIVES**	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
27.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	
28.	**GRANT PROPOSALS** Proposals submitted for grants. May include applications, correspondence, including email, and other related records.	a) Transfer records concerning approved grants to **GRANTS** item 29, page 7 if approved. b) Destroy in office rejected or withdrawn grant proposals when administrative value ends.† Agency Policy: Destroy in office after n/a	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
29.	**GRANTS** Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also **GRANTS: FINANCIAL** item 29, page 17.	a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.* b) Destroy in office records relating to specific continuing grants 5 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.	09 NCAC 03M.0703
30.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the agency and its employees. May include published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
31.	**INDEX FILE** Listing of where specific information can be found.	Destroy in office when superseded or obsolete.	
32.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after 1 year	
33.	**MAIL: UNDELIVERABLE/RETURNED** Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing email returned for any reason.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends. † Agency Policy: Destroy in office after 1 year	Comply with applicable provisions of G.S. §132-1.13 regarding confidentiality of electronic mailing lists and G.S. §132-1.12 regarding confidentiality of juvenile records.
35.	**MINUTES (STAFF MEETINGS)** Minutes of meetings, including all referenced and attached documentation. See also **BOARD OF EQUALIZATION AND REVIEW (MINUTES AND ATTACHMENTS)** item 3, page 54.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. † Agency Policy: Destroy in office after 1 year	G.S. § 143-318.10(c)
36.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules. See also **AFFIDAVITS OF PUBLICATION** item 1, page 27.	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after 3 years	
37.	**OFFICE SECURITY RECORDS** Records concerning the security of agency offices, facilities, vehicles, equipment, and personnel. May include visitor's register, security, employee or contractor access to facilities or resources, and surveillance system reports and recordings.	a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation. b) Destroy in office all remaining records after 1 year.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
38.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other records when superseded or obsolete.	
39.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
40.	**PLANNING AND DEVELOPMENT FILE** Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative valve ends. † Agency Policy: Destroy in office after 1 year	
41.	**PROJECTS FILE** Includes project correspondence, including email, final reports, specifications, notices to proceed, cost estimates, change orders, performance and payment bonds, and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
42.	**PROPERTY INVENTORIES** Inventories describing the type of property (including equipment and facilities), its location, issuance to employees, and related information.	Destroy in office when superseded or obsolete.	
43.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals, and newspapers, whether printed or electronic.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
44.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends. † Agency Policy: Destroy in office after n/a	
45.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
46.	**RATE AND FEE SCHEDULES** Records relating to rates, fees, and regulations concerning county services.	Destroy in office when superseded or obsolete.	
47.	**RECORDS MANAGEMENT FILE** Includes correspondence, including email, with state and/or federal agencies with regards to records retention. Also includes records disposition documentation and copies of records retention and disposition schedules.	a) Retain in office documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
48.	**REFERENCE (READING) FILE** Subject files containing informational copies of records organized by areas of interest.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
49.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain in office reports and studies prepared by request of an agency's governing body or a court permanently. c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years. d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis, after 1 year. e) Destroy in office remaining reports and studies when administrative value ends.† Agency Policy: Destroy in office after 1 year *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
50.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from agency. See also **BIDS FOR PURCHASE** item 8, page 14.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	
51.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
52.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
53.	**TELEPHONE USAGE LOGS AND REPORTS**	a) Destroy in office records used for billing after 1 year.* b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 3 years	
54.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
55.	**VEHICLE REGISTRATION CARDS** North Carolina registration cards for vehicles in the county fleet.	Retain in vehicle until superseded.	
56.	**WORK ORDERS** Records include date and location of work, cost of materials used and labor, type of work performed, and similar information for the repairs of equipment, facilities, and vehicles.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 24, page 6, or **EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 20, page 5.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection, and accounting of the county tax office**.**

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of a county debt issue must be retained for the life of the debt plus 3 years.

ITEM #	***STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the agency owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTABLE** Records of accounts deemed uncollectable, including supporting documentation and write-off authorization.	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**AUDITS: FINANCIAL** Records concerning internal and external financial statements and financial-related audits. Includes reports, working papers, and related records. See also **AUDITS: PERFORMANCE**, item 7, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.*	G.S. § 159-34
6.	**AUTHORIZATION FORMS** Authorization to purchase materials.	Destroy in office after 3 years.*	
7.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECEIPTS, RECONCILIATIONS, AND WARRANTS** May include cash, credit card, and purchasing card statements and receipts.	Destroy in office after 3 years.*	
8.	**BIDS FOR PURCHASE** Records documenting quotes to supply products and services. May include advertisements, requests for proposals, tabulations, bid bonds, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Destroy in office successful (awarded) bid records 3 years after purchase.* b) Destroy in office unsuccessful bid records not awarded or opened after 1 year.*	G.S. § 143 Article 8
9.	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	G.S. § 153A-176

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**BILLING AND CLAIMS** Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office after 3 years after settlement.*	
11.	**BILLS OF SALE** Records of sale of agency property and equipment.	Destroy in office after 3 years.*	
12.	**BUDGET RESOLUTIONS AND ORDINANCES** Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain permanently official copies in the minutes of the governing board. b) Destroy in office remaining copies when administrative value ends.† Agency Policy: Destroy in office after 3 years	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15
13.	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence, including email, and related records.	Destroy in office after 3 years.*	G.S. § 159-10
14.	**CHECK REGISTERS, VARIOUS FUNDS** Register listing for all checks written for various funds.	Destroy in office after 3 years.*	
15.	**CHECK STUBS** Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	
16.	**CONTRACT BUDGET AND EXPENDITURE REPORTS** Reports concerning agency budget transactions.	Destroy in office after 3 years.*	
17.	**COST ALLOCATION PLANS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
18.	**CREDIT CARD AND DEBIT SLIPS** Records of payments received from customers in the transaction of agency business.	Destroy in office after 3 years.*	
19.	**CREDIT CARD USE FILE** Records of assignation of agency credit cards and purchasing cards.	Destroy in office after 1 year.*	
20.	**DAILY CASH REPORTS** Daily status of cash. Reports include receipts, disbursements, cash, and invested balances.	Destroy in office after 1 year.*	
21.	**DAILY DETAIL REPORTS**	Destroy in office after 1 year.*	
22.	**DEPOSITS**	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	**DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)**	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	**DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS** Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
26.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
27.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS** See also **GRANTS: FINANCIAL**, item 29, page 17.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
28.	**FINANCIAL JOURNALS AND LEDGERS**	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
29.	**GRANTS: FINANCIAL** Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records. See also **GRANTS** item 29, page 7.	Destroy in office 5 years after submission of final report.*	09 NCAC 03M.0703
30.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance providers as proof of coverage. See also **BILLING AND CLAIMS** item 10, page 15 and **GRANTS: FINANCIAL** item 29, page 17.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
31.	**INVOICES**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
32.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
33.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 3 years.*	
34.	**MONTHLY BUDGET REPORTS**	Destroy in office after 3 years.*	
35.	**PAID CHECKS, BILLS, AND VOUCHERS**	Destroy in office after 3 years.*	
36.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
37.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes bank payments, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). See also **WITHHOLDING TAX FILE** item 45, page 20.	a) Destroy in office deduction authorization forms and records when superseded or obsolete.* b) Destroy in office remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
38.	**PURCHASE ORDERS** Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL** item 29, page 17.	Destroy in office after 3 years.* *Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.*	
39.	**PURCHASING REPORTS AND LOGS** Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	
40.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
41.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records documenting the work hours and attendance of employees.	Destroy in office after 3 years.*	29 CFR 516.6 29 CFR 825.500
42.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL**, item 29, page 17.	Destroy in office after 3 years.*	
43.	**VENDOR FILE** Files maintained on specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence, including email, and related records.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
44.	**VOUCHERS AND REGISTERS**	Destroy in office after 3 years.*	
45.	**WITHHOLDING TAX FILE** Records concerning individual employees' income taxes. Includes wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes. May also include IRS form 941 and other records of county tax liabilities to the IRS and NC Department of Revenue.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy in office all remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS
Information technology encompasses all activities undertaken by county departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))

ITEM #	***STANDARD-3: INFORMATION TECHNOLOGY RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AUDIT TRAILS FILE** Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years.*	
2.	**COMPUTER AND NETWORK USAGE RECORDS** Records documenting usage of electronic devices and networks. May include, but is not limited to: login files, system usage files, individual program usage files, and records of use of the internet by employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after n/a	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**DIGITIZATION AND SCANNING RECORDS** Records concerning imaging operations. May include, but is not limited to, scanning and data entry quality control records and audit reports.	Destroy in office after 3 years.	
4.	**DISASTER PREPAREDNESS AND RECOVERY PLANS** Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in a secure, off-site location.)	a) Retain in office records documenting past disaster recovery permanently. b) Destroy in office all other records when superseded or obsolete.	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
5.	**INFORMATION TECHNOLOGY ASSISTANCE RECORDS** Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. May include, but is not limited to, help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**NETWORK AND SYSTEM SECURITY RECORDS** Records documenting the security of network and system. May include, but is not limited to, records concerning firewalls, anti-virus programs, and intruder scanning logs.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
7.	**NETWORK DIAGRAMS** Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
8.	**PROJECT DOCUMENTATION FILES** Records created to design, develop, control, or monitor a specific project or group of projects. May include, but is not limited to, statements of work, assessments, maintenance agreements, and testing records.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS** Records documenting compliance with agency software license and copyright provisions. May include, but is not limited to, software licenses, correspondence, including email, and related documentation.	Destroy in office 1 year after life of system.	
10.	**SYSTEM ACCESS RECORDS** Records documenting user permissions and access to information, programs, or applications within a system.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**SYSTEM DOCUMENTATION RECORDS** Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. May include, but is not limited to, system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes."
12.	**SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE** Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. May include, but is not limited to, computer equipment inventories and service records.	a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year. b) Retain records documenting all other equipment maintenance and repairs for life of equipment.	
13.	**SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS** Records documenting regular or essential system backups. May include, but is not limited to, backup tape inventories, relevant correspondence, including email, and related documentation.	Destroy in office in accordance with your office's established, regular backup plan and procedures.† Agency Policy: Destroy in office after n/a *See also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE** Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration files used to operate the site and establish its look and feel. May include, but is not limited to, server environment configuration specifications. See also **WEBSITE (ELECTRONIC) FILE** item 7, page 49.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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STANDARD-4. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of county tax offices or their individual employees or clients.

ITEM #	*STANDARD-4: LEGAL RECORDS*		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. See also **NOTICES OF PUBLIC MEETINGS** item 36, page 8.	a) Retain in office permanently if record provides only evidence of publication. b) Destroy in office remaining records after 3 years.*	G.S. § 1-600
2.	**COMPLAINTS (DISCRIMINATION)** Records relating to discrimination charges. May includes charges made under the Age Discrimination in Employment Act, Americans with Disabilities Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	Destroy in office 2 years after final disposition of the charge.*	
3.	**CONFLICT OF INTEREST DISCLOSURE STATEMENTS** Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office when superseded or obsolete.	
4.	**CONTRACTOR COMPLIANCE MONITORING FILES**	Destroy in office 5 years after contract expiration.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**CONTRACTS AND AGREEMENTS** Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation, and memoranda of understanding.	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.*	
6.	**CORRESPONDENCE (LEGAL)** Correspondence, including email, and related records concerning actions taken to recover debts, fines, and penalties; and to assure violations are addressed.	Destroy in office 5 years after resolution.* For information on handling email, see **Electronic Records** page viii.	Comply with provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
7.	**INSURANCE POLICIES** Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by agency.	a) Destroy in office when superseded or obsolete if no outstanding litigation.* b) Destroy in office other records 6 years after settlement.	
8.	**LEASES FILE** Records concerning leases for property leased by and from other parties and agency property leased to the public. See also **GRANTS** item 29, page 7.	Destroy in office 3 years after termination of lease.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.	Retain in office permanently.	
10.	**LEGAL REVIEW RECORDS** Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other departmental matters as requested. See also **LEGAL OPINIONS** item 9, page 29.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends or after expiration of relevant statute of limitations, whichever is longer.† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
11.	**LITIGATION CASE RECORDS** Civil suits to which the agency is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedent or historical value permanently. b) Destroy in office adjudicated cases 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations. *Retention Note: Records are retained by the Clerk of Superior Court's office in each county.*	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**OATHS OF OFFICE FILE**	a) Transfer official copy to the Clerk to the Board. b) Destroy in office remaining records 3 years after official termination. *Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.*	
13.	**ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS** Records documenting the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office when ordinance or resolution is no longer in effect.	
14.	**OWNERSHIP RECORDS (DEEDS, TITLES)**	Destroy in office 1 year after agency relinquishes ownership of land.*	
15.	**VEHICLE TITLES** Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
16.	**WARRANTIES** Warranties that accompany equipment or commodities purchased by the agency.	Destroy in office 1 year after expiration of warranty.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
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STANDARD-5. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of tax administration office employees. Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

ITEM #	***STANDARD-5: PERSONNEL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ABOLISHED POSITION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	
2.	**ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES**	Destroy in office 1 year from date record was made.	29 CFR 1627.3(b)
3.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b),(e) 29 CFR 1608.4
4.	**APPRENTICESHIP PROGRAM RECORDS**	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(d),(e)
5.	**APTITUDE AND SKILLS TESTING RECORDS** Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also **EMPLOYMENT SELECTION RECORDS** item 32, page 40.	Destroy in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**BENEFITS REIMBURSEMENT PLAN** Dental, vision, or other benefits-related claim forms and receipts submitted by employees requesting reimbursement from the agency.	a) Destroy in office records concerning approved requests after 3 years.* b) Destroy in office records concerning rejected requests 6 months after decision.	
7.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS** Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives.	a) Destroy in office annual enrollment records after 1 year. b) Destroy in office remaining records and receipts 3 years after completion of all audits.*	
8.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)** Includes notifications, election and claim forms, rejection letters, and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	**DEFERRED COMPENSATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after n/a	
10.	**DISABILITY SALARY CONTINUATION CLAIMS** Forms used by disabled employees to apply for salary continuation benefits.	a) Transfer original forms to Local Government Employees' Retirement System (LGERS) for action when received. b) Destroy in office reference copies after 1 year.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**DISCIPLINARY FILE** Correspondence, including email, and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**DRUG AND ALCOHOL PROGRAMS FILE** Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms, and all other program related documents.	a) Destroy in office alcohol test results indicating a blood alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years. b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years. c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years. d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a blood alcohol concentration of less than 0.02, after 1 year. *Retention Note: Records should be maintained in a location with controlled access.*	49 CFR 382.401 49 CFR 40.333 49 CFR 655.71

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**DUAL EMPLOYMENT FILE** Records concerning employees' requests and authorizations to accept secondary employment.	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office unapproved requests and related records after 6 months.	
14.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning unapproved requests 6 months after unapproval.*	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
15.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
16.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion. See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 30, page 39.	a) Destroy in office certificates 5 years after date of separation. b) Destroy in office all remaining records 2 years after resolution of all actions.	
17.	**EMPLOYEE DIRECTORIES, ROSTERS, OR INDEXES** Includes records listing employees, their job titles, work locations, phone numbers, email addresses, and similar information.	Destroy in office when superseded or obsolete.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
18.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	**EMPLOYEE ELIGIBILITY RECORDS** Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	a) Destroy in office certificates, I-9 forms, and statements 3 years after individual was hired or 1 year from date of separation. b) Destroy in office registers after 2 years.	8 USC 1324(b)
20.	**EMPLOYEE EXIT INTERVIEW RECORDS** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	Destroy in office after 1 year.	
21.	**EMPLOYEE HEALTH CERTIFICATES** Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office all other records 2 years after resolution of all actions.	29 CFR 1602.31

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*
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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
22.	**EMPLOYEE MEDICAL RECORDS** Records concerning asbestos, toxic substances, and blood-borne pathogen exposure; medical examinations required by state or federal law; and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a workers compensation claim, follow disposition for* ***WORKERS' COMPENSATION PROGRAM CLAIMS FILE*** *item 60, page 47.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910 29 CFR 1910.1020 (d)(ii)
23.	**EMPLOYEE PENSION AND BENEFITS PLANS** Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3(2)
24.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Transfer pension and deferred compensation enrollment forms to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office life, health, and disability insurance enrollment forms 4 years after termination of coverage.	

See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
25.	**EMPLOYEE PERFORMANCE REVIEW FILE** Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	a) Destroy in office supervisor approved and signed work plans after 3 years. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 3 years	
26.	**EMPLOYEE POLYGRAPH RECORDS** Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
27.	**EMPLOYEE SUGGESTIONS** Includes employee surveys and survey responses.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
28.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was created. c) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	29 CFR 1627.3(b)(1)(iv)

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
29.	**EMPLOYEE WORK SCHEDULES AND ASSIGNMENT RECORDS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
30.	**EMPLOYMENT APPLICATIONS AND RESUMES** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letters of reference, and similar records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created or received, or the personnel action involved. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates, 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
31.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS, AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
32.	**EMPLOYMENT SELECTION RECORDS** Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records. See also **APTITUDE AND SKILLS TESTING RECORDS** item 5, page 31.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3
33.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS** Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the agency. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	Destroy in office 2 years after resolution of case.*	29 CFR 1602.31
34.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS** Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include compiled documentation used to complete EEO reports.	Destroy in office after 3 years.	29 CFR 1602.31

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**EQUAL PAY RECORDS** Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	**FRINGE BENEFITS FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after n/a	
37.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also **DISCIPLINARY FILE** item 11, page 33 and **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	Destroy in office after 2 years.*	
38.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
39.	**INCREMENTS FILE**	Destroy in office when released from all audits.	
40.	**INTERNSHIP PROGRAM FILE** Records concerning interns and students.	Destroy in office after 3 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
41.	**LEAVE FILE** Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
42.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	
43.	**MERIT AND SENIORITY SYSTEM RECORDS**	a) Destroy in office employee-specific records after 3 years.* b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
44.	**PERSONNEL ACTION NOTICES** Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change, and leave.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office all remaining records 2 years from date record was created or received, or the personnel action involved.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
45.	**PERSONNEL RECORDS (OFFICIAL COPY)** Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. See also **EMPLOYEE MEDICAL RECORDS** item 22, page 37.	a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that county; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that county; date and general description of the reasons for each promotion with that county; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the county setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information used to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.	G.S. § 153A-98 (County Employees)
46.	**PERSONNEL RECORDS (REFERENCE COPY)** Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 3 years after termination	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
47.	**POLICIES AND PROCEDURES (PERSONNEL)**	a) Retain in office official copy of internal agency personnel policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	
48.	**POSITION CLASSIFICATION/POSITION HISTORY FILE** See also **POSITION DESCRIPTION RECORDS** item 50, page 44.	a) Retain in office records with historical value permanently. b) Destroy in office all other records when superseded or obsolete.	
49.	**POSITION CONTROL CARDS** Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years after termination	
50.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years from date record is superseded.	29 CFR 1620.32
51.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 10 years	
52.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
53.	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43.	Destroy in office 2 years from date record was created or received, or the personnel action involved.	
54.	**TEMPORARY EMPLOYEEE RECORDS** Records concerning temporary employees who are not provided with or eligible for benefits. Does not include personnel records created for specific federal programs.	a) If employee is a county employee, transfer applicable records to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 43. b) If the employee is a temporary service company employee, destroy in office 5 years from date of separation.	
55.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
56.	**UNEMPLOYMENT COMPENSATION REPORTS** Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
57.	**UNEMPLOYMENT INSURANCE FILE**	a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	
58.	**VOLUNTEER RECORDS** Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
59.	**WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE** Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office all other records when administrative value ends.† Agency Policy: Destroy in office after 3 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
60.	**WORKERS' COMPENSATION PROGRAM CLAIMS FILE** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).)	a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with agency personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy in office remaining records 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.* b) If official action has been initiated, transfer to **LITIGATION CASE RECORDS** item 11, page 29.	Comply with applicable provisions of G.S. §8-53 regarding the confidentiality of physician-patient records.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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STANDARD-6. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by tax administrative offices.

ITEM #	STANDARD-6: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters, etc.	a) Retain in office records with historical value permanently. b) Destroy in office advertisements 3 years after expiration.* c) Destroy in office billing information and other fiscal records when released from all audits.	
2.	**AGENCY PUBLICATIONS** Publications created at agency expense.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 3 years	
3.	**AUDIO-VISUAL RECORDINGS** Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	

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ITEM #	STANDARD-6: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**NEWS AND PRESS RELEASES** News and press releases issued concerning programs, activities, and services of the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	
5.	**PUBLIC RELATIONS FILE** Records concerning overall public relations of county tax office. May include procedures, correspondence (including email), photographic materials, and other related records.	Destroy in office after 5 years.	
6.	**SPEECHES** Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after 1 year	
7.	**WEBSITE (ELECTRONIC) FILE** Electronic records concerning the administration and maintenance of the agency's website. (A network administrator or information systems office may maintain electronic files.) See also **WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE** item 14, page 26.	a) Retain in office records with historical value permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete. *Retention Note: Preserve copy of web page after every major change in design and/or content.*	

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STANDARD-7. RISK MANAGEMENT RECORDS
Official records created and accumulated to manage risks in county tax departments.

ITEM #	STANDARD-7: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 60, page 47.	a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 60, page 47. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
2.	**BLOODBORNE PATHOGEN TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii)

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ITEM #	STANDARD-7: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain plans until superseded. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
4.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, passes, parking permits, etc., to employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years after termination	
5.	**FIRE, HEALTH, AND SAFETY RECORDS** Records concerning agency safety measures. May include reports, logs, and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
6.	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	29 CFR 1910.120(p)(8)(iii); 29 CFR 1910.120 Appendix E
7.	**INSURANCE AND LIABILITY WAIVERS**	Destroy in office 6 years from date of termination or settlement of all claims.*	
8.	**INSURANCE AUDITS, SURVEYS, AND REPORTS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-7: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**LOSS CONTROL INSPECTION REPORTS** Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
10.	**LOST AND STOLEN PROPERTY REPORTS** Includes reports of vandalism.	Destroy in office after 3 years.*	29 CFR 1910.1200 29 CFR 1910.22E
11.	**NOTIFICATION OF PENALTY ASSESSMENT FILE**	Destroy in office after 6 years.	
12.	**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE** Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
13.	**RESPIRATOR PROGRAM RECORDS** Includes respirator fit test records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
14.	**SELF-INSURER CERTIFICATION FILE**	Destroy in office 6 years from date of termination or settlement of all claims.	
15.	**U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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STANDARD-8. PROGRAM OPERATIONAL RECORDS: PROPERTY APPRAISAL RECORDS. Records received and created by county tax offices necessary to meet all statutory requirements.

ITEM #	STANDARD-8. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**APPRAISAL MONITORING RECORDS** Records used to discover unlisted and under-appraised real and personal property during non-revaluation years. May include field notes; correspondence, including email, to and from property owners; and similar records documenting changes in parcel features and characteristics used to update property records. See also **REVALUATION RECORDS** item 16, page 56.	a) Destroy in office records concerning real property after 10 years or two revaluation cycles, whichever occurs first. b) Destroy in office records concerning personal property after two revaluation cycles.	G.S. §105-287
2.	**BOARD OF EQUALIZATION AND REVIEW (APPEALS FILE)** Records associated with appeals to the Board of Equalization and Review. May include appeal letters, hearing notices, listing information, affidavits, staff recommendations, and final actions.	Destroy in office after 8 years.*	G.S. §105-322 G.S. §105-323 G.S. §105-325

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ITEM #	STANDARD-8. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
3.	**BOARD OF EQUALIZATION AND REVIEW (MINUTES AND ATTACHMENTS)** As defined by § 143-318.10 (b), includes official and reference copies of the minutes of the Board of Equalization and Review, and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the board and its subsidiary and advisory boards. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the Board of Equalization and Review and its subsidiary boards are permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after n/a	G.S. §105-322 G.S. § 143-318.10
4.	**DEFERRED TAXES** Records related to deferred tax programs, including, but not limited to, agricultural, horticultural, and forestland deferred taxes; wildlife conservation deferred taxes; and historical building deferred taxes. Does not include applications for deferral. See also **PROPERTY EXEMPT FROM TAXATION FILE** item 9, page 55 and **PRESENT USE VALUE RECORDS** item 8, page 55.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-277.6 G.S. §105-277.15 G.S. §105-285 G.S. §105-286 G.S. §105-287

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ITEM #	STANDARD-8. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
5.	**LOCAL GOVERNMENT COMMISSION REPORTS (DEPARTMENT OF REVENUE)**	Destroy in office after 3 years.	G.S. §105-291
6.	**LOCAL GOVERNMENT COMMISSION: VALUATION AND TAXES** Valuations of property owned by railroads, public utilities, etc., in the county.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-284
7.	**NORTH CAROLINA PROPERTY TAX COMMISSION (APPEALS FILE)**	Destroy in office 4 years after final settlement.	G.S. §105-290 G.S. §105-342
8.	**PRESENT USE VALUE RECORDS** Applications and supporting records submitted for land use value assessment program.	a) Retain in office approved applications and supporting records until superseded or obsolete. b) Destroy in office denied applications and supporting records after 1 year.	G.S. §105-277.2 - .7 G.S. §105-296(j)
9.	**PROPERTY EXEMPT FROM TAXATION FILE** Records documenting a taxpayer's application for exemption from or deferral of taxes. Includes application and supporting records.	a) Retain approved applications and supporting records until there is a change in property's status. b) Destroy in office denied applications and supporting records after 1 year.	G.S. §105-282.1
10.	**REAL ESTATE TRANSFERS FILE** Includes copies of deeds, death and probate abstracts, division orders, control sheets, and similar documentation used to update property records.	Destroy in office 1 year from date of transfer.	G.S. §105-303

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ITEM #	STANDARD-8. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
11.	**REAL PROPERTY RECORDS (CARDS)** Uniform property records (paper and electronic) documenting ownership and value information, including parcel features and characteristics needed to reconstruct values.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-286 G.S. §105-317
12.	**REPORTS BY MULTI-COUNTY BUSINESS TAXPAYERS FILE**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-313
13.	**REPORTS BY TRAILER PARKS, MARINAS, AND AIRCRAFT FACILITIES**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105.316
14.	**REPORTS OF PERSONS HAVING CUSTODY OF TANGIBLE PROPERTY OF OTHERS FILE**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-315
15.	**REPORTS TO THE DEPARTMENT OF ADMINISTRATION ON PROPERTY LISTED IN NAME OF UNKNOWN OWNER FILE**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-302.1
16.	**REVALUATION RECORDS** Records used by appraisers to reappraise the value of real property on a four-year, eight-year, or similar cycle. May include field notes; correspondence, including email, to and from property owners; building and construction lists; ratio studies; area and neighborhood records used to estimate market values; and similar records documenting changes in parcel features and characteristics.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-286

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ITEM #	STANDARD-8. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
17.	**SPECIAL ASSESSMENT RECORDS** Includes rolls, schedules, ledgers and similar records listing amounts of assessment for streets, sidewalks, etc.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	
18.	**TAX ABSTRACTS AND LISTS** Complete record of real and personal property in the county, based on assessment lists. Includes name and address of taxpayer, along with descriptions of property owned and estimated values.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-309 G.S. §105-296
19.	**TAX RELIEF RECORDS** Records concerning tax relief programs, including, but not limited to, homesteading programs, elderly or disabled exclusions, and disabled veterans exclusions. Does not include applications for exclusions. See also **PROPERTY EXEMPT FROM TAXATION FILE** item 9, page 55 and **PRESENT USE VALUE RECORDS** item 8, page 55.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-277.1
20.	**UNIFORM SCHEDULES OF VALUES, STANDARDS, AND RULES** Appraisal manuals used to determine market and income value of property for appraisal purposes.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. §105-317

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STANDARD-9. PROGRAM OPERATIONAL RECORDS: TAX COLLECTION RECORDS. Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or receipts.

ITEM #	STANDARD-9. PROGRAM RECORDS: PROPERTY TAX COLLECTION RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**ATTACHMENT AND GARNISHMENT RECORDS** Records regarding attachments or garnishments for the payment of taxes.	Destroy in office 3 years after final settlement.*	G.S. §105-368
2.	**BANKRUPTCY RECORDS** Records documenting the collection of taxes on property involved in bankruptcy cases.	Destroy in office 3 years after final settlement.*	G.S. §105-369
3.	**DEBT SETOFF PROGRAM RECORDS** Includes participation forms, information tracking sheets and correspondence, including email, between debtor and tax office.	Destroy in office 3 years after final settlement.*	G.S. §105A
4.	**DELINQUENT TAXPAYER RECORDS: REAL OR PERSONAL PROPERTY** Records documenting taxpayers who have not paid real or personal property taxes due, including unpaid notices.	Destroy in office after 10 years.*	
5.	**DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY** Records documenting the county taxation officer's publication of delinquent taxpayer and tax sales notices in the newspaper.	Destroy in office after 10 years.*	G.S. §105-369

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ITEM #	STANDARD-9. PROGRAM RECORDS: PROPERTY TAX COLLECTION RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
6.	**IN REM FORECLOSURE PROCEEDING RECORDS**	Destroy in office 3 years after final settlement.* *Retention Note: Agencies may wish to retain records of proceedings resulting in foreclosure and sale of property permanently.*	G.S. §105-375
7.	**MOBILE HOME RELOCATION TAX PERMITS** Assurances that taxes are being paid on mobile homes being moved.	Destroy in office after 5 years.*	G.S. §105-316.1-8
8.	**MORTGAGE STYLE FORECLOSURE PROCEEDING RECORDS** Amount of taxes owed, description of property, certified mail, and correspondence, including email, with taxpayer and attorney.	Destroy in office 3 years after final settlement.*	G.S. §105-374
9.	**PARTIAL PAYMENT PLANS** Installment and partial payment agreements, extensions, taxpayer information sheets, and related records.	Destroy in office 3 years after final settlement.*	G.S. §105-358
10.	**RELEASE AND REFUND RECORDS: REAL OR PERSONAL PROPERTY** Includes requests for release and refund submitted by taxpayer; correspondence, including email, to and from taxpayer; decisions of governing board; release and refund monthly reports; and supporting records.	a) Destroy in office release and refund monthly reports 1 year from date of submission. b) Destroy in office all remaining records 3 years after final settlement.*	G.S. §105-381

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-9. PROGRAM RECORDS: PROPERTY TAX COLLECTION RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
11.	**SKIPTRACKING RECORDS** Records gathered when attempting to locate taxpayers. May include lien holder information, copies of death certificates, and credit bureau records. See also **DELINQUENT TAXPAYER RECORDS** item 4, page 58.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 1 year	
12.	**TAX COLLECTOR ANNUAL SETTLEMENTS** List of taxes collected by tax collector yearly, percentage of taxes collected, total releases, total balance due by tax year, and total county taxes collected. Sent to county commissioners and finance officer.	Destroy in office 3 years from date of submission.	G.S. §105-373
13.	**TAX COLLECTOR MONTHLY REPORTS** List of taxes collected by tax collector showing percentage of taxes collected, total releases, total balance due by tax year, and total county taxes collected. Sent to county commissioners and finance officer on a monthly and bi-monthly basis.	Destroy in office 1 year from date of submission.	G.S. §105-350

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

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ITEM #	STANDARD-9. PROGRAM RECORDS: PROPERTY TAX COLLECTION RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
14.	**TAX LEVY/SEIZURE RECORDS** Inventory of property taken from property owner by the county tax collector to pay back taxes.	a) Retain in office for 3 years execution forms if levy and sale of personal property is made. If levy and sale are conducted by Sheriff's Department, execution forms to be retained by the Sheriff's Department. b) If levy, seizure, and sale are not made, destroy forms in office when administrative value ends.† Agency Policy: Destroy in office after 3 years	G.S. §105-366 G.S. §105-367
15.	**TAX RECEIPTS (BILLS) FILE: REAL OR PERSONAL PROPERTY** Copies of receipts and bills issued for the payment of taxes.	Destroy in office after 3 years.	G.S. §105-381 G.S. §153A-148.1
16.	**TAX SCROLLS AND BOOKS: PRIOR TO 1900** Includes property valuation (real and personal) and amount of taxes due. These records may be prepared separately or combined.	Transfer to the State Archives. *Retention Note: Tax scrolls may be transferred to the State Archives of North Carolina electronically. Contact your local records analyst for more information.*	G.S. §105-319
17.	**TAX SCROLLS AND BOOKS: FOR YEARS ENDING IN 0 AFTER 1900** Includes property valuation (real and personal) and amount of taxes due. These records may be prepared separately or combined.	Transfer to the State Archives. *Retention Note: Tax scrolls may be transferred to the State Archives of North Carolina electronically. Contact your local records analyst for more information.*	G.S. §105-319
18.	**TAX SCROLLS AND BOOKS: ALL OTHER** Includes real and personal property, discovery, delinquent, and any other supplemental scroll, book, summaries, or recapitulations.	Destroy in office after 10 years or 1 year after released by the governing board, whichever occurs first.	G.S. §105-319

*See ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION***, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-10. PROGRAM OPERATIONAL RECORDS: LAND RECORDS. Records received and created by county tax offices in order to meet all statutory requirements.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) BACKUP FILE**	Destroy in office system backup files when superseded or obsolete.	
2.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA** Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets, permanently. *Retention Note: Other datasets should be kept according to standards and procedures set by GICC. Consult the GICC website at http://www.ncgicc.com/ See also* **GEOSPATIAL RECORDS**, *page ix.*	
3.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)** Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. May include data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
4.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES** Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.	Retain in office permanently.	
5.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS** Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
6.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS** Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
7.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS**	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after 10 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
8.	**MAPPING PROJECT RECORDS** Includes county contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.	Paper: Retain in office permanently. GIS dataset: Records are permanent. Create a snapshot of dataset annually. To maintain permanently, ***Either:*** Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix. ***Or,*** If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
9.	**MAPS: CARTOGRAPHIC AND ORTHOPHOTOGRAPHY** Base maps created to assist in the accurate appraisal of property located in the county, including aerial photographs.	Paper: Retain in office permanently. GIS dataset: Records are permanent. Create a snapshot of dataset annually. To maintain permanently, ***Either:*** Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix. ***Or,*** If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
10.	**MAPS: PARCEL** Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, rights-of-ways and structures.	Paper: Destroy in office upon State Archives approval. GIS dataset: Records are permanent. Create a snapshot of dataset quarterly. To maintain permanently, ***Either:*** Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix. ***Or,*** If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
11.	**MAPS: STREET CENTERLINE**	Paper: Retain in office permanently. GIS dataset: Records are permanent. Create a snapshot of dataset annually. To maintain permanently, ***Either:*** Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix. ***Or,*** If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council. See also **GEOSPATIAL RECORDS**, page ix.	
12.	**MAPS: INDEXES AND MANUSCRIPTS** Indexes and manuscripts showing map boundaries, scales, and similar identification data.	Destroy in office upon State Archives approval.	
13.	**MAPS: ALL OTHER** Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.	Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after 10 years	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
14.	**PARCEL (REAL PROPERTY) RECORDS** Records containing detailed information on all parcels of real property located in the county. Includes copies of recorded deeds, and information about encroachments, right-of-ways and structures.	a) Retain in office records with historical value permanently. b) Destroy in office all other records after 10 years or two revaluation cycles, whichever occurs first.	
15.	**REAL PROPERTY CHANGE AND MAINTENANCE RECORDS** Records used to change information relating to a parcel of land, from a name or mailing address change to a correction in dimensions. Changes reported in these records are then made on the tax maps and property records.	Destroy in office after 1 year.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-11. PROGRAM OPERATIONAL RECORDS: MOTOR VEHICLE RECORDS. Records received and created by county tax offices in order to meet all statutory requirements.

ITEM #	STANDARD-11: PROGRAM RECORDS: MOTOR VEHICLE RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**ADDRESS CHANGE NOTICE AND CERTIFICATION FORMS** Copies of Division of Motor Vehicles form MAV-1 sent and received by local tax offices.	Destroy in office after 1 year.	G.S. §105-330.3
2.	**ANTIQUE VEHICLES REDUCED TAX VALUATION RECORDS** Applications and supporting documentation submitted for reduced tax valuation.	a) Retain approved applications and supporting records until superseded or obsolete. b) Destroy in office denied applications and supporting records after 1 year.	G.S. §105-330.9
3.	**ATTACHMENT AND GARNISHMENT RECORDS: MOTOR VEHICLE** Records regarding attachments or garnishments for the payment of taxes.	Destroy in office 3 years after final settlement.*	
4.	**DELINQUENT TAXPAYER RECORDS: MOTOR VEHICLE** Records documenting taxpayers who have not paid real and personal property taxes due, including unpaid notices.	Destroy in office after 10 years.*	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11: PROGRAM RECORDS: MOTOR VEHICLE RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
5.	**MOTOR VEHICLE BLOCK RECORDS** Lists submitted to the North Carolina Division of Motor Vehicles of owners' name, addresses, and VIN numbers of vehicles on which taxes are unpaid. Also includes copies of block removal receipts created when taxes are paid.	a) Destroy lists submitted to the Division of Motor Vehicles when administrative value ends.† Agency Policy: Destroy in office after 1 year b) Destroy copies of receipts in office after 1 year.*	G.S. §105-330.7
6.	**MOTOR VEHICLE REGISTRATION LISTS** Computer generated lists received from the North Carolina Division of Motor Vehicles or Property Tax Division on diskettes.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after 10 years	G.S. §105-330.5
7.	**MOTOR VEHICLE SCROLLS AND BOOKS**	Destroy in office after 10 years or 1 year after released by governing board, whichever occurs first.	
8.	**MOTOR VEHICLE TAX ADJUSTMENT RECORDS** Taxpayer completed property information sheets and reports used to appraise the value of travel and utility trailers, campers, motor homes, converted buses, high mileage vehicles, etc.	Destroy in office after 3 years.	G.S. §105-330.2 G.S. §105-330.5
9.	**PROPERTY SEIZURE AND LEVY RECORDS: MOTOR VEHICLE** Records concerning vehicles seized by the county to pay back taxes.	Destroy in office 3 years after sale of property.* *Retention Note: If a law enforcement agency carried out seizure and sale, execution forms are to be retained by that agency.*	G.S. §105-367

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11: PROGRAM RECORDS: MOTOR VEHICLE RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
10.	**RELEASE AND REFUND RECORDS: MOTOR VEHICLE** Records documenting the release and refund of taxes due. May include Division of Motor Vehicle form FS-20 "Receipt of Tag Surrender" and proofs of ownership, transfer, bill of sale, insurance cancellation, out of state registration, and related records.	a) Destroy in office release and refund monthly reports 1 year from date of submission. b) Destroy in office all remaining records 3 years after final settlement.*	G.S. §105-330.6
11.	**STATE TITLING AND REGISTRATION SYSTEM (STARS) FILE** Electronic database maintained by the Division of Motor Vehicles	Destroy in office printouts produced from the system when administrative value ends.† Agency Policy: Destroy in office after 3 years	
12.	**TAX ABSTRACTS AND LISTS: MOTOR VEHICLE** Record of all registered and unregistered vehicles in the county. Includes name and address of taxpayer along with descriptions of property owned.	Destroy in office after 10 years.	G.S. §105-330.3
13.	**TAX RECEIPTS (BILLS) FILE: MOTOR VEHICLE** Copies of notices mailed to taxpayers and receipts of payment.	Destroy in office after 3 years.	G.S. §105-330.5 G.S. §153A-148.1

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS. Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or gross receipts.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**ANIMAL LICENSE RECORDS** Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	**BEER AND WINE LICENSE TAX RECORDS** Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	**GOING-OUT-OF-BUSINESS LICENSES** Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
4.	**HEAVY EQUIPMENT TAX**	Destroy in office after 3 years.*	
5.	**MOTOR VEHICLE RENTAL TAX**	Destroy in office after 3 years.*	
6.	**PREPARED FOOD AND BEVERAGE TAX**	Destroy in office after 3 years.	G.S. §160A-480.3
7.	**PRIVILEGE LICENSE CITATION RECORDS** Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
8.	**PRIVILEGE LICENSES** Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
9.	**ROOM OCCUPANCY TAX**	Destroy in office after 3 years.	G.S. §160A-480.3

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM

County Agency Mailing Phone or email _____ or Name department address

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

- ☐ Add a new item
- ☐ Delete an existing item — Standard Number _____ Page _____ Item Number _____
- ☐ Change an retention period — Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM

County _____ Name
Agency or department
Mailing address
Phone or email _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature (Requestor's supervisor) Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator Date
State Archives of North Carolina

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 and ask for the Records Management Analyst assigned to your agency.

This form is used to request approval from the Department of Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Record Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by: _____, _____, _____
Signature Requestor Date

Approved by: _____, _____, _____
Signature Requestor's Supervisor Date

Concurred by: _____, _____, _____
Signature Assistant Records Administrator Date
State Archives of North Carolina

Physical Address
215 N Blount St
Raleigh, NC 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

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RECORDS RETENTION AND DISPOSITION SCHEDULE

PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES

Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

April 1, 2006

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PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES 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 provision of Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Agency Director, CEO

David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Agency Governing Board

Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 1, 2006

Transportation System/Authority Name

EXECUTIVE SUMMARY

Q. Why do I need this schedule?

A. According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your agency is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver negative (the original) in our security vault.

At the time this schedule is published, there is no fee for the filming or for storage. There will be a fee if you request duplicate reels of film, or if we destroy your adoption records after filming. Contact the analyst assigned to your county for the most current information.

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle larger disasters.

Q. Who can I call with questions?

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this "records retention and disposition schedule"?

A. This document is a tool for the employees of local governments across the state to use when managing the records in their offices. It lists records commonly found in transportation authorities, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your agency and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. Why do I need this schedule?

A. According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your agency is obligated to obtain permission to destroy *any* record, no matter how insignificant.

Q. How do I get it approved?

A. The governing Board of your agency must approve this schedule for use by your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Do I have to have all of the records listed on this schedule?

A. No. This is not a list of records you must have in your office.

Q. I can't find some of my records on this schedule.

A. Call the Records Management Analyst assigned to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

Q. What are public records?

A. The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

> "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Can anyone see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

> "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. … No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Do I have to make copies of drafts available to the public that haven't been approved?

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. What is historical value?

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your county for further assistance.

Q. I don't have any records.

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. Can I store our unused records in the basement (attic, outdoor shed)?

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality could expire.

Q. Aren't all of our old records at the State Archives?

A. Probably not. The State Archives collects only very specific types of records from local government offices. You are certainly welcome to contact the analyst assigned to your county for more information about appraisal and accessioning.

Q. I have found some really old records. What should I do with them?

A. Call the analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

Q. Who can I call with questions?

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION
AND OTHER OFFICIAL ACTION

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or maybe subject to other official actions, however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS:** FINANCIAL Item 6, page 13.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question below, "**How should I deal with my permanent records?**")

Q. How do I destroy records?

A. After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated;
e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?

A. At the end of this schedule is a form called the **Request and Approval of Unscheduled Records Disposal**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.

Q. Do I have to tell anyone about the destruction?

A. We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. Can I give my old records to the historical society or public library?

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. When can I delete my email?

A. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at http://www.ah.dcr.state.nc.us/records/):

- *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*
- *E-Mail User Guidelines Checklist*
- *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*

Q. We have an imaging system. Do we have to keep the paper?

A. You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the "Request to Destroy Records Duplicated by Electronic Means," (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

> Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the "Request to Destroy Records Duplicated by Electronic Means" form for our approval.

Q. Do I have to print my email to file it?

A. As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. I use my personal email account for work. No one can see my personal email.

A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film;
- filming methods;
- processing (developing) film;
- storage methods.

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver original in our security vault.

At the time this schedule is published, there is no fee for the filming or for storage. There will be a fee if you request duplicate reels of film, or if we destroy your adoption records after filming. Contact the analyst assigned to your county for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the *Certification of the Preparation of Minutes for Microfilming* form (available online at http://www.ah.dcr.state.nc.us/records/micro.htm#minutes) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they're being filmed?

A. Just call the Raleigh Office at (919) 807-7350, and ask for the analyst in charge of minutes.

Q. Can I email you my minutes?

A. Not at this time. We require photocopies of the approved minutes, complete with signatures.

Q. I have some old minutes that aren't signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my books are destroyed after they have been filmed?

A. Call the analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training to interested government agencies on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your county.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. While we have a group of prepared workshops that we can offer at any time, we are also happy to work with you directly to develop training suited to your specific needs. Our basic workshops are:

- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management;
- **Evaluating Filing Systems** – how to evaluate and improve filing systems;
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;
- **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.

Q. Will you design a workshop especially for our office?

A. Yes, we will. Just let the analyst assigned to your county know what type of training you need.

Q. Do we have to come to Raleigh for workshops?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

Q. Is there a fee for workshops?

A. Not at this time.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal ("to" and "from") information, or information that does not add significance to the transmitted material;
- routing slips or other records that transmit attachments;
- reservations and confirmations;
- personal messages (including electronic mail) not related to official business;
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records;
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business;
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of public transportation systems and authority offices.

ITEM #	***STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
2.	**AGENDA AND MEETING PACKETS FILE** Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. See also **MINUTES OF PUBLIC BODIES** item 35, page 7.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends.	
3.	**APPLICATIONS FOR APPOINTMENT** Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning individuals appointed 1 year after expiration of term. b) Destroy in office remaining records after 2 years.	
4.	**APPOINTMENTS REPORTING RECORDS** Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1
5.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

**See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**AUDITS: PERFORMANCE** Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also **AUDITS: FINANCIAL**, Item 6, page 13.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
7.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	
8.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of agency owned buildings and facilities. May include as-built plans and related documentation concerning approved changes.	Retain for life of structure.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
9.	**BULLETINS**	Destroy in office when administrative value ends.	
10.	**BUSINESS LICENSES**	Destroy in office 5 years after expiration.	
11.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
12.	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
13.	**CITIZEN COMPLAINTS AND SERVICE REQUESTS** Records concerning objections, dissatisfaction or disagreements with actions or positions taken or not taken by the agency. May include routine requests for service or information and petition with no legal affect.	Destroy in office 1 year after resolution.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**CONFERENCES AND WORKSHOPS FILE** Record concerning conferences and workshops conducted or attended by county employees. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 31, page 42.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
15.	**CORRESPONDENCE AND MEMORANDA**	a) Retain records with historical value permanently. b) Destroy routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years. See also **Public Records with Short Term Value** page x. For information on handling electronic mail, See **Electronic Records & Digital Imaging** section page vii.	
16.	**DONATIONS AND SOLICITATIONS**	Destroy in office after 1 year.	
17.	**EQUIPMENT AND PROPERTY INVENTORIES** Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
18.	**EQUIPMENT AND VEHICLE REFERENCE FILE** Includes operation, specification and technical manuals, brochures, bulletins and related records.	Destroy in office when superseded, obsolete or asset is no longer owned.	
19.	**EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of agency owned facilities. See Also **GRANTS** Item 27, page 5.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of equipment. b) Retain for life of equipment records documenting all other equipment maintenance and repairs.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
20.	**EQUIPMENT, FACILITY AND VEHICLE USAGE RECORDS** Records concerning the assignment, request and usage of agency assets. May include mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property. See Also **GRANTS** Item 27, page 5.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
21.	**FACILITY ACCESSIBILITY FILE** Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.	Destroy in office after 5 years.*	29 CFR 1602 (1992).
22.	**FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of agency owned facilities. See Also **GRANTS** Item 27, page 5.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of facilities. b) Destroy records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
23.	**FUND DRIVE AND EVENT RECORDS** Records concerning the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
24.	**GOALS AND OBJECTIVES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superceded or obsolete.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
25.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	
26.	**GRANT PROPOSALS**	a) Transfer records concerning approved grants to **GRANTS** item 27, page 5 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.	
27.	**GRANTS** Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also **GRANTS: FINANCIAL RECORDS** item 35, page 17.	a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit, whichever occurs later. b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.	
28.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the organization and its employees. May include published and unpublished histories, photographs, newspaper clippings, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superceded or obsolete.	
29.	**INDEX FILE**	Destroy in office when reference value ends.	
30.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
31.	**LITIGATION CASE FILE** Legal cases in which the agency is a party.	a) Transfer to **LITIGATION CASE RECORDS** item 11, page 34 when reference value ends. b) Destroy copies in office when administrative value ends.	Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.
32.	**LOST AND STOLEN PROPERTY REPORTS** Includes reports of vandalism.	Destroy in office after 3 years.*	
33.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carries.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends.	G.S. § 142-318.12 (b) 2
34.	**MANAGEMENT STUDIES**	a) Retain record with historical value permanently. b) Destroy in office remaining records when superceded or obsolete.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**MINUTES OF PUBLIC BODIES** As defined by § 143-318.10 (b), include official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. May also include minutes of subcommittees of the governing board and its subsidiary and advisory boards See the **Microfilm** section on page viii for instructions on microfilming	a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records. The NC State Archives offers free security microfilming services for such records. b) The official minutes of advisory boards may only be destroyed upon approval by the NC State Archives. The NC State Archives reserves the right to designate the minutes of any advisory board as permanent, and offers free security microfilming services for such records c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the NC State Archives reserves the right to designate the minutes as permanent, and offers free security microfilming services for such records. d) Reference copies of minutes of any public body may be destroyed when administrative value ends. No NC State Archives approval to purge is required.	G.S. § 143-318.10
36.	**MINUTES (STAFF MEETINGS)** Minutes of meetings including all referenced and attached documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	G.S. § 143-318.10(c)
37.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules.	Destroy in office when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
38.	**OFFICE SECURITY RECORDS** Records concerning the security of the office, its equipment, and office personnel. May include visitor's register, security and surveillance system reports and tapes.	a) Destroy in office or reuse after 30 days tapes not required to support known investigations or litigation b) Destroy in office after 1 year.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
39.	**ORDINANCES** Includes code of ordinances and ordinance development records.	a) Retain official copy permanently. See the **Microfilm** section on page viii for instructions on microfilming. b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends. c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends, whichever occurs first.	
40.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies and similar records describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other copies when superseded or obsolete.	
41.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
42.	**PETITIONS (CITIZEN)**	Destroy in office when administrative value ends.	
43.	**PLANNING AND DEVELOPMENT FILE** Records concerning the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.	a) Retain record with historical value permanently. b) Destroy in office remaining records when administrative valve ends.	
44.	**PRINTING REQUESTS**	Destroy in office when reference value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
45.	**PROJECTS FILE** Includes project correspondence, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation. See Also **GRANTS** Item 27, page 5.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
46.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic.	Destroy in office when reference value ends.	
47.	**PUBLICATION AFFIDAVITS** Verifications from newspapers that public notices have been published.	Destroy in office after 2 years.	
48.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.	
49.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
50.	**RECORDS MANAGEMENT FILE** Includes correspondence with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain records concerning the final disposition of records permanently. b) Destroy in office remaining records when administrative value ends.	
51.	**REFERENCE (READING) FILE** Subject files containing informational copies of record organized by areas of interest.	Destroy in office when reference value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
52.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, sub-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain reports and studies prepared by request of an agency's governing body or a court permanently. c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually. d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis. e) Destroy in office remaining reports and studies when administrative value ends. *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
53.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also **BIDS FOR PURCHASE** item 9, page 14.	Destroy in office when administrative value ends.	
54.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	
55.	**RESEARCH AND STUDIES FILE (ADMINISTRATIVE)** Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
56.	**RESOLUTIONS, PROCLAMATIONS AND ORDERS**	a) Retain one copy permanently. See the **Microfilm** section on page viii for instructions on microfilming. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends. c) Destroy in office development records when administrative value ends.	
57.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
58.	**TELEPHONE USAGE LOGS AND REPORTS**	Destroy in office when administrative value ends.	
59.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
60.	**VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records documenting the maintenance, repair and inspection of agency owned vehicles. See Also **GRANTS** Item 27, page 5.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of vehicles. b) Retain for life of vehicle records documenting all other maintenance and repairs.	
61.	**WORK ORDERS (EQUIPMENT REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 19, page 3.	
62.	**WORK ORDERS (FACILITY REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 22, page 4.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	***STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
63.	**WORK ORDERS (VEHICLE REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 60, page 11.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of public transportation systems and authority offices.

ITEM #	***STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTABLE**	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	**ARBITRAGE RECORDS** Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and all related debts and obligations have been satisfied.*	26 CFR Part 1 Section 1.148-5(d)(6)(iii)
6.	**AUDITS: FINANCIAL** Records concerning internal and external financial statement and financial related audits. Includes reports, working papers, and related records. See also **AUDITS: PERFORMANCE**, Item 6, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	G.S. § 159-34
7.	**AUTHORIZATION FORMS**	Destroy in office after 3 years.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRENTS.**	Destroy in office after 3 years.*	
9.	**BIDS FOR PURCHASE** Records concerning quotes to supply products and services. May include advertisements, requests for proposals, and tabulations, bid bonds, awards letters, records of bids and related records concerning accepted and rejected bids.	a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.* b) Destroy in office all other successful (awarded) bid records 3 years after purchase.* c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.	G.S. § 143 Article 8
10.	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	G.S. § 153A-176
11.	**BILLING AND CLAIMS** Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office after 3 years after settlement.*	
12.	**BOND AND OTHER DEBT FINANCIAL RECORDS** Includes banks statements, reconciliation records, requisitions, and notices of principle and interest due.	Destroy in office 3 years after all debts and obligations have been satisfied.*	
13.	**BOND CLOSING RECORDS** Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records.	Destroy in office 3 years after all debts and obligations have been satisfied.*	G.S. § 159 Article 7
14.	**BONDS, NOTES AND COUPONS**	Destroy in office 1 year from date of payment.	G.S. § 159-139

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
15.	**BOND REGISTER** Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	G.S § 159-130
16.	**BUDGET RESOLUTIONS AND ORDINANCES** Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain in office official copies in the minutes of the governing board permanently. b) Destroy in office remaining copies when administrative value ends.	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15
17.	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	Destroy in office after 3 years.*	G.S. § 159-10
18.	**CASH RECEIPTS**	Destroy in office after 3 years.*	
19.	**CHECK STUBS** Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	
20.	**CHECK REGISTER, VARIOUS FUNDS**	a) Destroy computerized check registers in office after 1 year.* b) Destroy in office all other registers after 3 years.*	
21.	**CONTRACT BUDGET AND EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
22.	**COST ALLOCATION PLANS**	Destroy in office after 3 years.*	
23.	**CREDIT CARD USE FILE**	Destroy in office after 1 year.*	
24.	**DAILY CASH REPORTS**	Destroy in office after 1 year.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
25.	**DAILY DETAIL REPORTS**	Destroy in office after 1 year.*	
26.	**DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS**	Destroy in office after 1 year.*	
27.	**DEPOSITS**	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	**DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)**	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
29.	**DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS**	Destroy in office when superseded or obsolete.	
30.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	
31.	**ESCHEAT AND UNCLAIMED PROPERTY FILE**	Destroy in office after 10 years.	Comply with applicable provisions of G.S. §116B-60 and §116-73.
32.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
33.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS**	a) Destroy depreciation schedules 3 years after asset is fully depreciated or disposed.* b) Destroy in office remaining records after 3 years.*	
34.	**FINANCIAL JOURNALS AND LEDGERS**	a) Destroy in office after 3 years year-end summaries of receipts and disbursements. b) Destroy in office after 1 year daily, monthly or quarterly transaction detail journals and ledgers.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**GRANTS: FINANCIAL** Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records. See Also **GRANTS** Item 27, page 5.	Destroy in office after 5 years after submission of final report.*	
36.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance provides as proof of coverage. See also **BILLING AND CLAIMS** item 11, page 14. See also **GRANTS: FINANCIAL** Item 35, page 17.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
37.	**INVESTMENT RECORDS** Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdrawal, notices, and other related account activity documentation.	Destroy in office after 3 years.*	G.S. § 159-30
38.	**INVOICES**	Destroy in office after 3 years.*	
39.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
40.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 3 year.*	
41.	**MONTHLY BUDGET REPORTS**	Destroy in office after 2 years.*	
42.	**PAID CHECKS, BILLS AND VOUCHERS**	Destroy in office after 3 years.*	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
43.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, W-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records.	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
44.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)**, Item 48, page 45. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
45.	**PURCHASE ORDERS** Records, forms and attached documents used to purchase supplies, equipment, and services. See Also **GRANTS: FINANCIAL** Item 35, page 17.	Destroy in office after 3 years.*	
46.	**PURCHASING REPORTS AND LOGS** Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	
47.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
48.	**TELEPHONE LOGS (BILLINGS)**	Destroy in office after 1 year.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
49.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records concerning the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy all remaining records in office after 4 years.*	29 CFR 516.5 29 CFR 516.6 29 CFR 825.500 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4
50.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See Also **GRANTS: FINANCIAL** Item 35, page 17.	Destroy in office after 3 years.*	
51.	**VEHICLE MAINTENANCE FILE** Includes billing records. See Also **GRANTS: FINANCIAL** Item 35, page 17.	Destroy in office after 3 years.*	
52.	**VENDOR FILE** Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when administrative value ends.	
53.	**VOUCHER REGISTERS FILE**	Destroy in office after 3 years.*	
54.	**VOUCHERS**	Destroy in office after 3 years.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
55.	**WITHHOLDING TAX FILE** Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

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STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS
Information technology encompasses all activities undertaken by county departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))

ITEM #	***STANDARD-3: INFORMATION TECHNOLOGY RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
GENERAL ADMINISTRATION Records concerning IT policy development, planning, and the coordination of activities.			
1.	**ADMINISTRATION FILE** Records concerning the administration of IT services. May include correspondence, memorandums, reports, publications, and other related records.	a) Retain records with historical value permanently. b) Destroy in office when superseded or obsolete.	
2.	**POLICIES AND PROCEDURES** Records concerning policies and procedures. May include systems development, data retention and disposition, and data ownership, access and security.	a) Retain official copy of internal agency policies permanently. b) Destroy reference copies and external policy procedures when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c)) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**SERVICES PLANNING FILE** Plans for information resources management, information systems development, technology acquisitions, data processing services provision, and related functions.	a) Retain records with historical value permanently. b) Destroy in office master copies of plans and supporting records after 3 planning cycles subsequent to completion or revision of plans. c) Destroy in office remaining records when superseded or obsolete.	
4.	**PROCUREMENT (HARDWARE & SOFTWARE) FILE** Reference copies of records concerning the procurement of system hardware and software. May include request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information, including references and literature on the firm or product line.	Destroy in office when reference value ends.	
5.	**PROCUREMENT (IT SERVICES) FILE** Reference copies of records concerning the purchasing process, authorize and provide funds for payments, and satisfy claims by private service providers. May include purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.	Destroy in office when reference value ends.	
6.	**USER CHARGE BACK FILE** Records concerning documentation of usage, calculation of costs, and billing of program units for IT services.	Destroy in office after 3 years. *	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
SYSTEMS AND APPLICATION DEVELOPMENT Records concerning the development, modification, procurement, and testing of systems and applications.			
7.	**APPLICATION DEVELOPMENT PROJECT FILE** Records concerning the development and modification of an automated system or application. May include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence.	Destroy in office 3 years after completion of project. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	Comply with applicable provisions of G.S. 132-6.1 (c)) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".
8.	**APPLICATION DOCUMENTATION FILE** Records concerning program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.	Destroy in office 1 year after program is superseded or obsolete. *	Comply with applicable provisions of G.S. 132-6.1 (c)) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**DATA DOCUMENTATION FILE** Records (sometimes known as metadata) concerning the development and modification of and the access, retrieval, manipulation, and interpretation of data in an automated system. May include data element dictionary, file layout, codebook or table, and other records concerning the meaning, purpose, structure, logical relationships, and origin of the data elements.	Destroy in office 3 years after system or application has been discontinued and after system's or application's instance data have been destroyed or transferred to a new structure or format. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	Comply with applicable provisions of G.S. 132-6.1 (c)) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".
10.	**SYSTEMS DOCUMENTATION FILE** Records concerning user and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or work flow records, system specifications, and input and output specifications.	Destroy in office 3 years after superseded or obsolete. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	
11.	**QUALITY ASSURANCE FILE** Records concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines. May include reviews, assessments, and supporting documentation.	Destroy in office 3 years after associated source code is superseded or obsolete. *	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**TEST DATABASE FILE** Records concerning benchmark data sets, test results constructed or used to test or develop a system, and other related documentation.	Destroy in office when reference value ends. *	
COMPUTER OPERATIONS AND TECHNICAL SUPPORT Records concerning operating systems, maintaining hardware and software, data input services, system backup off-line storage operations, job and production control, monitoring system usage, and liaison with hardware and software vendors.			
13.	**AUDIT TRAILS FILE** Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years. *	
14.	**COMPUTER RUN SCHEDULING** Records concerning the scheduling of computer runs. May include daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Destroy in office when administrative value ends. *	
15.	**HARDWARE DOCUMENTATION** Records concerning the use, operation, and maintenance of an agency's IT equipment. May include operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Destroy in office when superseded or obsolete and after transfer of data to new hardware environment.	Comply with applicable provisions of G.S. 132-6.1 (c)) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
16.	**INPUT/SOURCE RECORDS** Records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled in any agency records schedule.	Destroy in office after completion of data entry and after all verification and quality control procedures. *Retention Note: Records retained for fiscal audit or legal purposes, or records that include information not entered into the data file, need to be scheduled separately by the responsible program unit.*	
17.	**IT MAINTENANCE CONTRACTS** Reference copies of maintenance contracts and related records for data processing equipment. May include copies of contracts, service histories, and work orders.	Destroy in office after administrative value ends.	
18.	**OFF-LINE STORAGE LIBRARY CONTROL RECORDS** Records (automated or non-automated) concerning control of the location, maintenance, and disposition of off-line storage media. May include lists of holdings, control logs, and scratch reports (file destruction reports).	a) Retain destruction records permanently unless transferred to **RECORDS MANAGEMENT FILE**, item 50, page 9. b) Destroy all other records in office after 3 years.*	
19.	**SYSTEM AND HARDWARE CONVERSION PLANS** Records concerning the replacement of equipment or computer systems.	Destroy in office 1 year after completion of conversion.	
20.	**SCANNING AND DATA ENTRY AUDIT REPORTS** Reports documenting the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
21.	**SCANNING AND DATA ENTRY QUALITY CONTROL RECORDS** Logs and reports documenting quality control procedures and corrective action taken in scanning and data entry processes.	Destroy in office after 3 years.*	
DATA ADMINISTRATION Records concerning data administration support. May include maintenance of data standards, corporate data models, and data definitions and dictionaries.			
22.	**DATA/DATABASE DICTIONARY** Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, or origin of data. May include information on data element definitions, data structures or file layout, code tables, and other data attribute information.	Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format. *Please Note: These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes offline. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a program records retention and disposition schedule.*	
23.	**DATA/DATABASE DICTIONARY REPORTS** Periodic printouts from a data/database dictionary system. May include data element attribute reports, database schema, and related records used for reference purposes.	Destroy in office when superseded or obsolete.	
24.	**FINDING AIDS (INDEXES)/TRACKING SYSTEMS FILE** Includes electronic indexes, lists, registers, and other finding aids providing access to records in paper and electronic format in the custody of the data processing unit.	Destroy in office when related paper or electronic records have been destroyed or transfer in accordance with the disposition of the related paper or electronic records, as appropriate.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
USER/OFFICE AUTOMATION SUPPORT Records concerning the support to users of a computer application or office automation system. May include assisting users to solve software and hardware problems, installing hardware or software, providing training, and providing review and recommendation of software for agency use.			
25.	**HARDWARE AND SOFTWARE REVIEW** Records concerning the review of and recommendations for hardware and software use. May include vendor information, manuals, hardware and software reviews, and other related records.	a) Destroy in office review materials after selected hardware or software is no longer in use. b) Destroy in office review material for non-selected hardware or software after reference value ends.	
26.	**HELP DESK TELEPHONE LOGS AND REPORTS** Records concerning requests for technical assistance and responses to these requests as well as the collection of information on the use of computer equipment for program delivery, security, or other purposes.	Destroy in office after 2 years. *	
27.	**SITE, EQUIPMENT, AND SOFTWARE SUPPORT FILE** Records concerning support services provided to specific equipment and software or installations. May include site visit reports, program and equipment service reports, service histories, and correspondence and memorandums.	a) Destroy service histories and other summary records when equipment or software is no longer in use. b) Destroy remaining records after 3 years.	
28.	**TRAINING COURSE INFORMATION** Records concerning training courses run by a user support or office automation support group. May include memorandums, flyers, catalogues, registration forms, rosters, and other related records.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
NETWORK AND DATA COMMUNICATION SERVICES Records concerning installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and communications with network providers.			
29.	**CIRCUITS INVENTORIES FILE** Records concerning network circuits used by the agency. May include circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other related records.	Destroy in office when superseded or obsolete.	
30.	**NETWORK AND CIRCUIT INSTALLATION AND SERVICE FILE** Records concerning requests by departments to public or private providers for data communication service, installation, or repair. May include work orders, correspondence, memorandums, work schedules, copies of building or circuitry diagrams, copies of fiscal documents, and other related records.	Destroy in office 2 years after completion of work. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
31.	**NETWORK IMPLEMENTATION PROJECT FILE** Records concerning the planning for and implementation of a network. May include reports, justifications, working diagrams of proposed network, wiring schematics, diagrams and other related records.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
32.	**NETWORK SITE AND EQUIPMENT SUPPORT FILE** Records concerning support services provided to specific sites and computer to computer interfaces on a network. May include site visit reports, trouble reports, service histories, and correspondence and memoranda.	a) Destroy service histories and other summary records when equipment is no longer in use. b) Destroy remaining records after 3 years.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
COMPUTER AND INFORMATION SECURITY Records concerning measures taken to secure government property, networks, and data. *Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))*			
33.	**AGENCY INTERNET SERVICES LOGS** Electronic files or automated logs created to monitor access and use of services provided via the Internet and use of the internet by employees. May include FTP (file transfer protocol), World Wide Web site, agency Telnet services, or other service providers.	Destroy in office after 1 year. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
34.	**COMPUTER USAGE FILE** Electronic files or automated logs created to monitor computer system usage. May include log-in files, system usage files, data entry logs, data concerning individual computer program usage, security logs, and other related records.	Destroy in office after 3 years. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
35.	**COMPUTER SECURITY INCIDENT FILE** Records concerning incidents involving unauthorized attempted entry, probes and/or attacks on electronic data processing systems, information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. May include reports, logs, extracts and compilations of data, and other related records.	Destroy in office after 1 year or when administrative value ends. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
36.	**DISASTER PREPAREDNESS AND RECOVERY PLANS** Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in secure, off-site location.)	a) Retain in office records documenting past disaster recovery permanently. b) Destroy in office after superseded or obsolete.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
37.	**NETWORK USAGE FILE** Electronic files or automated logs created to monitor network usage. May include log-in files, system usage files, and other related records.	Destroy in office when administrative value ends.	
38.	**NETWORK USAGE REPORTS** Summary reports and other related records created to document computer usage for reporting or other purposes.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
39.	**SYSTEM BACKUP FILE** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. (System backup files and records should be stored in secure, off-site location.)	Destroy in office in accordance with your office's established, regular backup plan and procedures. *See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on Government Records Branch website.*	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
40.	**SYSTEM USERS ACCESS RECORDS** Records concerning control or monitoring individual access to a system and its data.	Destroy in office after access for employee is withdrawn. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-4. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of public transportation systems and authorities or individual employees and clients.

ITEM #	***STANDARD-4: LEGAL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, pubic sales etc.	a) Retain in office permanently if record provides only evidence of action(s) taken. b) Destroy remaining records in office after 3 years.*	G.S. § 1 Article 50
2.	**COMPLAINTS (DISCRIMINATION)** Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	a) Destroy in office 2 years after final disposition of the charge. b) Transfer to **LITIGATION CASE RECORDS** item 11, page 34 if legal action is taken.	
3.	**CONTRACTS AND AGREEMENTS** Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements and memorandums of understanding.	a) Destroy construction (capital improvements) contracts 6 years after completion or termination of project.* b) Destroy all other contracts and agreements 3 years after expiration, termination, or completion.* c) Retain contracts and agreements with historical value permanently.	

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**CORRESPONDENCE (LEGAL)** Correspondence and related records concerning actions taken to recover debts, fines, penalties, and assure violations are addressed.	a) Destroy in office 3 year after resolution. b) Transfer to **LITIGATION CASE RECORDS** item 11, page 34 if legal action is taken. See also **Public Records with Short Term Value** page x. For information on handling electronic mail, See **Electronic Records & Digital Imaging** section page vii.	Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal council.
5.	**EASEMENTS AND RIGHT OF WAY AGREEMENTS** Granted to and by the agency.	a) Retain originals permanently. b) Destroy copies in office when administrative value ends.	
6.	**ENCROACHMENTS** Records concerning conflicts on land or water rights or obligations.	a) Retain originals permanently. b) Destroy copies in office when administrative value ends.	
7.	**INSURANCE POLICIES** Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the agency.	a) Destroy original records 6 years from date of termination or settlement of all claims, whichever occurs first.* b) Destroy copies in office when administrative value ends.	
8.	**LEASES** Records concerning leases for property leased by and from other parties and agency property leased to the public. See Also **GRANTS** Item 27, page 5.	a) Destroy original records 3 years after termination of lease.* b) Destroy copies in office when administrative value ends.	
9.	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	a) Retain in office original records permanently. b) Destroy copies in office when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**LEGAL REVIEW RECORDS** Includes legal reviews of by-laws and charges to boards and commissions, conflict of interest, and all other agency matters as requested. See also **LEGAL OPINIONS** item 9, page 33.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations; whichever is longer.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
11.	**LITIGATION CASE RECORDS** Civil suits to which the county is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain cases having precedent or historical value permanently. b) Destroy in office adjudicated cases 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations; whichever is longer. *Retention Note: Records are retained by the Clerk of Superior Court's office in each county.*	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
12.	**OATHS OF OFFICE FILE**	a) Transfer official copy to the Clerk to the Board. b) Destroy in office 3 years after official termination. *Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.*	
13.	**ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS** Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office development records when ordinance is no longer in effect.	
14.	**OWNERSHIP RECORDS (DEEDS, TITLES)**	Destroy in office 1 year after county relinquishes ownership of land.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
15.	**VEHICLE TITLES**	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
16.	**WARRANTIES**	Destroy in office 1 year after expiration of warranty.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-5. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of public transportation system and authority employees. Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.

ITEM #	***STANDARD-5: PERSONNEL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ABOLISHED POSITION FILE**	Destroy in office when reference value ends.	
2.	**ADDRESS FILE**	Destroy in office when superseded or obsolete.	
3.	**ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES**	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office after 5 years all reports, analyses, and statistical data. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b) 29 CFR 1608.4
5.	**APPRENTICESHIP PROGRAM RECORDS**	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	**APTITUDE AND SKILLS TESTING RECORDS** Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also **EMPLOYMENT SELECTION RECORDS** item 16, page 39.	a) Destroy applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS**	a) Destroy in office administrative records 3 years after all audits. b) Destroy yearly enrollment records after 1 year. c) Destroy claim records and receipts 3 years after all audits.	
8.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)** Includes notifications, election and claim forms, rejection letters and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	**DEFERRED COMPENSATION FILE**	Destroy in office when reference value ends.	
10.	**DISABILITY SALARY CONTINUATION CLAIMS**	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year.	
11.	**DISCIPLINARY FILE** Correspondence and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**DRUG AND ALCOHOL PROGRAMS FILE** Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms and all other program related documents.	a) Destroy in office after 5 years alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program. b) Destroy in office after 3 years records obtained from previous employers concerning drug and alcohol test results. c) Destroy in office after 2 years records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff. d) Destroy in office after 1 year records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02. *Retention Note: Records should be maintained in a location with controlled access.*	49 CFR 382.401 49 CFR 40.333 49 CFR 655.71
13.	**DUAL EMPLOYMENT FILE** Records concerning employees' requests and authorizations to accept secondary employment.	a) Destroy approved requests and related records 1 year after employee terminates outside employment. b) Destroy unapproved requests and related records after 6 months.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE**	a) Destroy in office records concerning approved requests when released from all audits.* b) Destroy in office records concerning disapproved requests 6 months after disapproval.	
15.	**EMPLOYMENT APPLICATIONS AND RESUMES** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letter of reference and similar records.	a) Transfer application, resumes, transcripts and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created, received, or the personnel action involved, whichever is longer. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
16.	**EMPLOYMENT SELECTION RECORDS** Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records. See also **APTITUDE AND SKILLS TESTING RECORDS** item 6, page 36.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion. See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 15, page 39.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
18.	**EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES** Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
19.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
20.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program.*	
21.	**EMPLOYEE ELIGIBILITY RECORDS** Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification forms (I-9) forms.	a) Destroy certificates, I-9 forms, and statements in office 3 years after individual was hired or 1 year from date of separation. b) Destroy registers in office after 2 years.	8 USC 1324(b)
22.	**EMPLOYEE EXIT INTERVIEW RECORDS**	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office after 1 year.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
23.	**EMPLOYEE HEALTH CERTIFICATES** Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	Destroy in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	29 CFR 1602.31
24.	**EMPLOYEE MEDICAL RECORDS** Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy records pertaining to job-related illness and injury in office after 5 years. c) Destroy results of medical examinations required in connection with personnel actions and similar records in office after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910
25.	**EMPLOYEE PENSION AND BENEFITS PLANS** Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3
26.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Transfer pension and deferred compensation enrollment forms to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy life, health, and disability insurance enrollment forms 4 years after termination of coverage.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
27.	**EMPLOYEE PERFORMANCE REVIEW FILE**	a) Destroy in office after 3 years supervisor approved and signed work plans. b) Destroy in office remaining records when administrative value ends.	
28.	**EMPLOYEE POLYGRAPH RECORDS** Includes statements informing employee of the time, place and reasons for the test. Copy of notice sent to examiner identifying employee to the tested. Copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
29.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.	
30.	**EMPLOYEE SUGGESTIONS**	Destroy in office when administrative value ends.	
31.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was created. c) Destroy remaining records when administrative value ends	29 CFR 1627.3
32.	**EMPLOYEE WORKS SCHEDULES AND ASSIGNMENT RECORDS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
33.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602
34.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS** Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the county.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45 b) Destroy all remaining records in office 2 years after resolution of case.*	29 CFR 1602.31
35.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS** Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include complied documentation used to complete EEO reports.	Destroy in office after 3 years.	29 CFR 1602
36.	**EQUAL PAY RECORDS** Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
37.	**FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS** Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Destroy in office 3 years after leave ends.*	29 CFR 825.500(b)
38.	**FRINGE BENEFITS FILE**	Destroy in office when reference value ends.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
39.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence. See also **DISCIPLINARY FILE** item 11, page 37.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
40.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
41.	**INCREMENTS FILE**	Destroy in office when released from all audits.	
42.	**INTERNSHIP PROGRAM FILE**	Destroy in office after 3 years.	
43.	**LEAVE FILE** Records concerning employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc.	a) Destroy in office records concerning military service leave 5 years after leave ends.* b) Destroy in office records concerning non-military service leave 5 years after leave ends.*	5 CFR 1208 29 CFR 825.500(b)
44.	**LEAVE WITHOUT PAY FILE**	Destroy in office 5 years after return of employee or termination of employment.	
45.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	
46.	**MERIT AND SENIORITY SYSTEM RECORDS**	a) Destroy employee-specific records in office after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
47.	**PERSONNEL ACTION NOTICES** Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
48.	**PERSONNEL RECORDS (OFFICIAL COPY)** Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. See also **EMPLOYEE MEDICAL RECORDS** item 24, page 41.	Destroy in office 30 years from date of separation.	G.S. § 160A-168 (Municipal Employees) G.S. § 153A-98 (County Employees)
49.	**PERSONNEL RECORDS (REFERENCE COPY)** Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy remaining records when administrative value ends.	
50.	**POLICIES AND PROCEDURES (PERSONNEL)**	c) Retain official copy of internal agency personnel policies permanently. d) Destroy reference copies and external policy procedures when superseded or obsolete.	
51.	**POSITION CLASSIFICATION– POSITION HISTORY FILE**	Retain in office permanently.	
52.	**POSITION CONTROL CARDS**	Destroy in office when reference value ends.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
53.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office 2 years from the date the record was made.	29 CFR 1620.32
54.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
55.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.	
56.	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
57.	**TEMPORARY EMPLOYEE RECORDS** Records concerning temporary employees who were not provided or eligible for benefits. Does not include personnel records created for specific federal programs.	Destroy in office 1 year from date of separation.	
58.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
59.	**UNEMPLOYMENT COMPENSATION REPORTS** Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
60.	**UNEMPLOYMENT INSURANCE FILE**	a) Transfer original records to the Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	
61.	**VOLUNTEER RECORDS** Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
62.	**WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE** Includes program policies, guidelines, and related administrative documentation.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends.	
63.	**WORKERS' COMPENSATION PROGRAM CLAIMS FILE** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).)	a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with county personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.* b) If official action has been initiated, transfer to **LITIGATION CASE RECORDS** item 11, page 34.	Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records.

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STANDARD-6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES
Records received and created by public transportation systems and authorities necessary to meet all statutory requirements.

Comply with requirements of the Federal Transit Administration's Best Practice Procurement Manual, Master Agreement MA(11) Section 8 manual, and 49 CFR 18 regarding retention, access, security, and confidentially of records where applicable.

ITEM #	**STANDARD—6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES**		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
1.	**ACCREDITATION RECORDS** Records concerning compliance with those standards outlined by accreditation programs.	Destroy in office 1 year after superseded.*	
2.	**AGENCY LOGS (SHEETS)** Records concerning individual agency ridership.	Destroy in office after 5 years.*	49 CFR 18.42
3.	**APPLICATIONS FOR AWARDS** Applications and supporting documentation used to apply for various public and private awards.	Destroy in office when administrative value ends.	
4.	**APPLICATIONS FOR DISCOUNT PASSES** Applications, certificates of disability, and supporting documentation used to apply for discount passes.	Destroy in office 3 years after service is terminated or denied.	Refer to U.S. Privacy Act 5 U.S.C. 552a for information on confidentiality of patient medical information.
5.	**APPLICATIONS FOR TRANSIT SERVICE** Customer applications, eligibility assessment records, correspondence, health information, riders' guides, and related records.	Destroy in office 3 years after service is terminated or denied.	
6.	**APPLICATIONS FOR ART-IN-TRANSIT** Applications and supporting documentation submitted by regional and nationals artists for exhibit on agency property.	Destroy in office when administrative value ends.	

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ITEM #	STANDARD—6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
7.	**CALL IN LOGS (SHEETS)** Record concerning on-demand service requests.	Destroy in office after 5 years.*	49 CFR 18.42
8.	**CUSTOMER (RIDER) ALERTS** Records alerting customers of changes in regular service (i.e. detours, festivals, parades, etc.).	Destroy in office when administrative value ends.	
9.	**CUSTOMER (RIDER) IDENTIFICATION RECORDS** Records concerning customer identification, approvals, denials, and related information.	Destroy in office when administrative value ends.	
10.	**DEPARTURE RECORDS** Includes logs, sheets, reports and similar records documenting vehicle arrivals and departures.	Destroy in office after 1 year.	
11.	**DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS** Files contain company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence.	a) Destroy in office 5 years after company is removed from certified list. b) Destroy in office remaining DBE program records, including Federal Transit Administration reports, 5 years from date record was created.	49 CFR 26
12.	**DISPATCH RECORDS** Reports, logs, and similar records used to document dispatch activities.	Destroy in office after 5 years.	49 CFR 18.42
13.	**LOST AND FOUND RECORDS** Logs, sheets, and similar records documenting items recovered from agency facilities and vehicles. May include customer receipts for claimed items.	Destroy in office when administrative value ends.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD—6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
14.	**MARKETING AND PROMOTIONAL RECORDS** Reference copies relating to agency promotion.	a) Retain records with historical value permanently. b) Destroy in office project records 5 years after project is complete. c) Destroy in office remaining records when reference value ends.	49 CFR 18.42
15.	**NATIONAL TRANSIT DATABASE (NTD) REPORT** Annual report submitted to the Federal Transit Administration and used as the basis for calculating each system's funding. May include records (data) used to generate reports regardless of format.	Destroy in office after 5 years.*	49 CFR 18.42
16.	**OPERATOR BID RECORDS** Cards, sheets and similar records documenting operators' route selections and choice for a service period.	Destroy in office when administrative value ends.	
17.	**OPERATOR ACCIDENT/INCIDENT REPORTS**	See **ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** item 1, page 57.	
18.	**OPERATOR OBSERVATION RECORDS** Records concerning monitoring operators' work performance.	See **EMPLOYEE PERFORMANCE REVIEW FILE** item 27, page 42.	
19.	**OPERATOR SHIFT INSPECTION RECORDS** Reports and similar records of operator's inspections of vehicle at the beginning and end of shift.	Destroy in office after 5 years.	49 CFR 18.42
20.	**OPERATOR SCHEDULING AND ASSIGNMENT RECORDS** Logs, sheets, schedules, reports, and similar records used to track work assignments and activities of individual operators to routes and shifts.	Destroy in office when administrative value ends. See also **TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** item 51, page 49.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD—6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
21.	**PARATRANSIT MANIFESTS** Driver's daily assignments of passenger pick-ups and drop-offs.	Destroy in office after 5 year.	49 CFR 18.42
22.	**RADIO DISPATCH RECORDINGS AND LOGS** Recordings and logs of dispatch messages to and from transit operators.	Destroy in office after 90 days.*	
23.	**RIDERSHIP REPORTS**	Destroy in office after 5 years.	49 CFR 18.42
24.	**ROUTE HISTORY RECORDS** Includes descriptions of routes, bus stops, passenger lists and other related records.	Destroy in office when administrative value ends.	
25.	**ROUTE MAINTENANCE RECORDS** Logs, sheets, and related records used to record needed road improvements.	Destroy in office when administrative value ends.	
26.	**ROUTE REQUESTS** Requests from customers for additional or revised routes.	Destroy in office 3 years after resolution.	
27.	**SEAT BELT AND RESTRAINT SYSTEM RECORDS** Records concerning the use and installation of seat belts and other restraint systems in vehicles.	Destroy in office when administrative value ends.	
28.	**SERVICE CHANGE RECORDS** Records concerning changes in routes and transportation services offered by the agency.	a) Retain records with historical value permanently. b) Destroy in office 3 years after records were created or project ends, whichever occurs last.	
29.	**SERVICE PERFORMANCE RECORDS** Records concerning quality control performance checks conducted on agency staff, contractors, and vendors.	a) Retain records with historical value permanently. b) Destroy in office 3 years after records were created or project ends, whichever occurs last.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD—6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
30.	**SERVICE PLANNING AND DEVELOPMENT RECORDS**	a) Retain records with historical value permanently. b) Destroy in office 3 years after records were created or project ends, whichever occurs last.	
31.	**SHELTER RECORDS** Includes adopt-a-shelter program records, listings of shelter sites, site permission for right of way, easements and related documentation. See Also **GRANTS** Item 27, page 5.	Destroy in office when administrative value ends.	
32.	**SHUTTLE LOGS (SHEETS)** Records concerning regularly schedule individual ridership.	Destroy in office after 5 years.*	49 CFR 18.42
33.	**TICKET CONSIGNMENT RECORDS** Logs, notebooks, and related records used to track tickets and passes provided customers.	Destroy in office when administrative value ends.	
34.	**TERMINAL DISPATCH RECORDS** Reports, logs, and similar records used to track daily terminal operations and activities.	Destroy in office after 1year.	
35.	**TRIP REQUESTS** Passenger trip requests.	Destroy in office after 5 years.	49 CFR 18.42
36.	**TRANSIT (BUS) SCHEDULES** Printed route schedules and related information used to generate schedules.	Destroy in office when administrative value ends.	
37.	**TRANSPORTATION SYSTEM OPERATIONS REPORTS** Reports and supporting records summarizing transit system operations.	Destroy in office after 5 years.	49 CFR 18.42

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD—6. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
38.	**TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS**	Destroy in office after 1 year.	
39.	**TRANSPORTATION SYSTEM STATISTICAL RECORDS** Reports and supporting records showing passenger trips, mileage, service hours, on-time performance, missed and/or late trips, road call, rider-ship, and similar statistical information.	a) Retain records with historical value permanently. b) Destroy in office 5 years after records were created or project ends, whichever is longer.	49 CFR 18.42
40.	**VANPOOL DRIVER APPLICATIONS** Applications and supporting records submitted by persons operating vanpool vehicles.	Destroy in office 3 years after person leaves the program.	
41.	**VANPOOL MONTHLY USAGE REPORTS** Includes logs, sheets, reports and similar records documenting starting and ending mileage, total miles driven, route locations, passenger rosters, and similar information.	Destroy in office after 5 years.	49 CFR 18.42
42.	**VEHICLE BREAKDOWN RECORDS** Reports and similar records documenting response time, location, vehicle identification and similar information. See also **WORK ORDERS (VEHICLE REPAIR)** item 63, page 12.	Destroy in office after 1 year.	
43.	**VEHICLE OPERATOR INSTRUCTIONS**	Destroy in office when administrative value ends.	
44.	**VEHICLE USAGE LOGS (SHEETS)** Includes date vehicle was used, pick-up and delivery locations, starting and ending mileage, total miles driven and signature of driver.	Destroy in office after 1 year.*	

See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-7. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by public transportation systems and authorities.

ITEM #	***STANDARD-7: PUBLIC RELATIONS RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain record with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years.	
2.	**AGENCY PUBLICATIONS**	a) Retain record with historical value permanently. b) Destroy remaining copies in office when administrative value ends.	
3.	**AUDIO TAPES (PUBLIC RELATIONS)**	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.	
4.	**BIOGRAPHICAL DATA**	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.	
5.	**FILMS FILE**	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-7: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**HOMEPAGE (ELECTRONIC) FILE** Electronic records concerning the administration and maintenance of the agency's Web site. (A network administrator or information systems office may maintain electronic files.)	a) Retain records with historical value permanently. Can be maintained in electronic or paper form. b) Erase/destroy in office when superseded or obsolete.	
7.	**NEWS CLIPPINGS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends.	
8.	**NEWS AND PRESS RELEASES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
9.	**PHOTOGRAPHS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
10.	**PUBLIC RELATIONS FILE** Records concerning overall public relations of county administrative offices. May include procedures, correspondence, and other related records.	Destroy in office after 5 years.	
11.	**SLIDES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
12.	**SPEECHES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-7: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**VIDEO TAPES (PUBLIC RELATIONS)**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
14.	**VISUAL AIDS**	Destroy in office when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-8. RISK MANAGEMENT RECORDS
Official records and materials created and accumulated by risk management programs operated by public transportation systems and authorities.

ITEM #	***STANDARD-8: RISK MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE,** item 63, page 47. See also **LITIGATION CASE FILE,** item 11, page 34, if report results in legal action.	a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 63, page 47. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years.	
2.	**ASBESTOS MANAGEMENT PLAN**	Destroy in office 1 year after building is destroyed or ownership is transferred.	29 CFR 1910.1001
3.	**BLOODBORNE PATHOGEN TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii).
4.	**CLAIM COST REPORTS AND/OR STATEMENTS**	Destroy in office after 3 years.*	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious).	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
6.	**EMPLOYEE MEDICAL EXPOSURE RECORDS** Records concerning the exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens.	Destroy exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.*	29 CFR 1910.
7.	**FIRE AND SAFETY FILE**	Destroy in office when superseded or obsolete.	
8.	**FUEL OIL STORAGE TANK RECORDS**	a) Destroy in office closure records 3 years after completion of permanent closure in accordance with G.S. §280.32 and 280.72. b) Destroy in office performance claims and tank tightness tests completed every 5th year after 5 years. c) Destroy in office maintenance reports, repair and upgrade reports, product inventory measuring charts, tank tightness tests completed on a yearly schedule, and all other tests and related records after 1 year.	G.S. §280.32 and 280.72.
9.	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	
10.	**HEALTH AND SAFETY RECORDS** Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**HOLD HARMLESS AGREEMENTS**	Destroy in office 6 years from date of termination or settlement of all claims.	
12.	**INSURANCE AUDITS, SURVEYS AND REPORTS**	Destroy in office when administrative value ends.	
13.	**INSURANCE AND LIABILITY WAIVERS**	Destroy in office 6 years from date of termination or settlement of all claims.*	
14.	**LOSS CONTROL INSPECTION REPORTS** Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office after 1 year.	
15.	**MATERIAL SAFETY DATA SHEETS** Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufactures instructions. *Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where it was used, and when it was used is retained the required 30 year period.*	29 CFR 1910.1200 and 29 CFR 1910.22E
16.	**NOTIFICATION OF PENALTY ASSESSMENT FILE**	Destroy in office after 6 years.	
17.	**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE** Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
18.	**RESPIRATOR PROGRAM RECORDS** Includes respirator fit test records.	Destroy in office when administrative value ends.	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
19.	**SELF-INSURER CERTIFICATION FILE**	Destroy in office 6 years from date of termination or settlement of all claims.	
20.	**U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE**	Destroy in office when administrative value ends.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

☐ Add a new item
☐ Delete an existing item Standard Number _____ Page _____ Item Number _____
☐ Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature (Requestor's supervisor) Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator State Archives of North Carolina Date

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 and ask for the Records Management Analyst assigned to your agency.

This form is used to request approval from the Department of Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Record Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by: _____, _____, _____
Signature Requestor Date

Approved by: _____, _____, _____
Signature Requestor's Supervisor Date

Concurred by: _____, _____, _____
Signature Assistant Records Administrator, State Archives of North Carolina Date

Physical Address
215 N Blount St
Raleigh, NC 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

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RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY VETERANS SERVICES

Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

November 1, 2004

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County Veterans Services
Records Retention Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

County Veterans Services Officer	David Brook, Director Division of Historical Resources

APPROVED

Chairman, Bd. County Commissioners	Lisbeth C. Evans, Secretary Department of Cultural Resources

November 1, 2004

ABOUT THIS PUBLIC RECORDS SCHEDULE

This records schedule identifies and provides retention and disposition instructions for many records that are produced and maintained by County Veterans Services offices. These records are defined under Chapter 132 of the *General Statutes of North Carolina* as "public records." Chapter 121-5 mandates that these public records may be disposed of only in accordance with an official records retention schedule. Such schedules are written by the North Carolina Department of Cultural Resources in cooperation with the agency or governing body and include the official approval of these bodies, as required by law, for records disposition actions.

INTERNET ACCESS TO PUBLIC RECORDS INFORMATION. The Government Records Branch offers valuable information on the Internet at its Web site, which may be accessed at the following address:

http://www.ah.dcr.state.nc.us/sections/archives/rec/default.htm

Local government agencies are encouraged to reference the site and its links to other data. The Web site offers much of the introductory information and many of the forms contained in this schedule, the full texts of G.S. §121 and §132, and contact information for the Government Records Branch.

WHAT THE SCHEDULE IS. This schedule contains a listing and brief description of the records maintained by county veterans services offices and identifies the minimum period of time each record series shall be retained. Copies of this schedule can be obtained either by contacting the Government Records Branch or from our Web site listed above. Records normally should be disposed of at the end of the stated retention period. In effect, the schedule provides a comprehensive records disposition plan which, when followed, ensures compliance with G.S. §121 and §132. All provisions of this schedule remain in effect until the schedule is officially amended or superseded. Errors and omissions do not invalidate this schedule as a whole or render it obsolete. As long as the schedule remains in effect, destruction or disposal of records in accordance with its provisions shall be deemed to meet the provisions of G.S. §121-5(b) and be evidence of compliance of state law. **In the event that a legal requirement, statute, local ordinance, or federal program requires that a record be kept longer than specified in this schedule, the longer retention period shall be applied. All questions concerning the legal requirements for retaining a record should be referred to the governing board's legal counsel or State Attorney General's Office.**

PUBLIC RECORDS DEFINED. G.S. §132-1 states:

> "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction or public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the state or of any county, unit, special district or other political subdivision of government.

NOT ALL PUBLIC RECORDS ARE OPEN TO THE PUBLIC. Public records belong to the people. However, not all official public records are open to the public. Many records are protected from general access or casual reference by federal or state laws, or by legal precedent and can be seen only by court order. Therefore, even though G.S. §132-6 and §132-9 provide for public access to most records, certain records should be considered confidential in order to protect the privacy rights of agency personnel and the public. It is the responsibility of each records custodian to be familiar with G.S. §153A-98, agency policy, and all other pertinent state and federal legislation and regulations in order to ensure the proper protection of restricted information. If in doubt, consult the Division of Historical Resources or your board's attorney.

NOT ALL OFFICIAL RECORDS ARE PUBLIC RECORDS.
Certain provisions in the General Statutes remove specific records from the category of "public records" as defined by G.S. §132-1. It is important to note that the only records which are not public records, are those individually described in law. Certain records series on this records retention and disposition schedule are excluded from the definition of

public records, and are marked as exceptions in the "Citation" column. For these series, the disposition instructions are only recommendations, and are not binding.

Unless otherwise specified, official records which are not public records are also exempt from the public inspection requirements outlined by G.S. §132-6.

ELECTRONIC RECORDS. Electronic records are becoming an increasingly important part of government work. Word processing on desktop computers means that most office workers are directly responsible for the creation, distribution, and filing of records. Database management systems are used to streamline services. Electronic mail and the World Wide Web are used to keep communication and publishing costs down.

G.S §132-1(a) defines " 'Public record' or 'public records' shall mean all . . . documentary material, *regardless of physical form or characteristics*." Electronic records are subject to the same public access, personal privacy, audit, and authenticity requirements as the paper records that preceded them. Custodians are still responsible for the accuracy, completeness, authenticity, security, retention, and preservation of their records. The Division has published the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*, which discusses these issues at greater length. Copies can be obtained from our Web site.

ELECTRONIC MAIL. E-mail systems create records that must be identified, categorized, and appraised for specific values. Under North Carolina's Public Records Act (chapter 132 of the General Statutes of North Carolina), the e-mail content is subject to the same access and inspection conditions as other records, unless exempted from access by another statute. Privacy considerations, records retention scheduling requirements, and other laws and regulations also apply to e-mail content.

Agencies and local governments retain e-mail messages to satisfy agency needs, record-keeping requirements and to comply with the law. Retention and record-keeping responsibilities often are delegated to individual users (senders/receivers). Government employees face this challenge of managing e-mail, particularly those who make it an important part of their work. The Division has published *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*, which is available from our Web site.

INDEXING ELECTRONIC RECORDS. G.S §132-6 requires that all public databases be indexed. To assist local government agencies in this process, the division has published *Public Database Indexing Guidelines and Recommendations*. Copies can be obtained from our Web site.

CHANGING THE SCHEDULE. You may request an addition, deletion, or change in a retention period by completing and sending a "Request for Change in Records Schedule" (see page 36) to the Division of Historical Resources. See the instructions on the form for more information.

EARLY DISPOSAL OR DISPOSAL OF UNSCHEDULED RECORDS. Custodians desiring to dispose of records earlier than specified in this schedule, or to dispose of records not listed in the schedule, may use the form "Request and Approval of Unscheduled Records Disposal" (see page 37) to obtain the concurrence of the Department of Cultural Resources. Permission must also be obtained from the agencies governing board, and recorded in its minutes.

HISTORICAL VALUE. Before preparing to dispose of certain records, their potential historical research value should be considered. Selected records might have enduring value because they document the origin, organization, development and functions of an agency. Likewise, some records have enduring value as sources of information on persons, places, subjects, events and transactions. These records provide evidence of the interactions between citizens and local government agencies. Several record series which may have such value are identified in this schedule and assistance in determining historical or archival value is available upon request.

PERMANENT RECORDS. Records scheduled for permanent preservation, even after being microfilmed, may not be destroyed without specific written permission of the Department of Cultural Resources.

PROTECTING PUBLIC RECORDS. Public records are public property. They should remain in the care of the governmental agency in which they were created or collected in the course of public business. Public records should be disposed of only when, and as specified, in this records schedule.

ASSISTANCE WITH INTERPRETATION AND APPLICATION OF THE PROVISIONS OF THIS SCHEDULE. The Government Records Branch provides a variety of records management services to local government agencies, including the interpretation and use of this retention and disposition schedule. Records analysts are available to assist by telephone and e-mail. Analysts make site visits to local government offices, as requested.

The Raleigh office can be reached at (919) 807-7350, or at records@ncmail.net .
The Western Office, located in Asheville, can be reached at (828) 274-6789.

DESTRUCTION OF PUBLIC RECORDS

1. **AUTHORIZED PROCEDURES**. North Carolina General Statutes §121-5(b) and §132-3(a) prohibit the destruction of public records in any format without the prior authorization of the Department of Cultural Resources. One of the following procedures shall be followed prior to the destruction of public records.

   a) Records listed in this schedule, or added later by amendment, may be destroyed after the specified retention periods without further approval of the Department of Cultural Resources or the governing body, provided the following conditions are met:

      (1) The Director, Division of Historical Resources, and Secretary, Department of Cultural Resources, have certified that such records in the retention and disposition schedule have no further use or value for research or reference by signing the agreement of this schedule.

      (2) The agency's governing body has authorized the records listed herein for destruction to be destroyed by blanket approval of this retention and disposition schedule.

      (3) The Chairman of the Board of County Commissioners has indicated the governing body's approval by signing the same agreement of this schedule.

      (4) The agency's governing body has entered this approval along with a copy of the schedule in the governing board minutes, or as an attachment to the minutes.

   b) One-time destruction of an accumulation of an unscheduled or a discontinued record series should be referred to the Department of Cultural Resources and the governing body for authorization.

      This records retention and disposition schedule may be altered to permit the further destruction of unscheduled records only after consultation with the Government Records Branch.

2. **DESTRUCTION OF ORIGINAL RECORDS THAT HAVE BEEN DUPLICATED.** Under certain conditions, duplicates of records may be used in place of the originals. Duplicates include (but are not limited to): microfilm of paper or electronic records, scanned paper records, and printouts of electronic records.

   For the original records to qualify for potential destruction, the corresponding duplicates must be created in the normal course of business and must be retained for the full period of time listed in the disposition instructions.

   Records scheduled as permanent may be duplicated. The original records, however, may not be destroyed without prior consent of the Department of Cultural Resources. This records schedule does not constitute such consent.

   Unlike a xerographic reproduction of paper records, a printout of an electronic record may lose valuable information describing its content, context, and structure. This metadata is a key element of an electronic record. Therefore, records custodians are cautioned not to assume that a printout contains all of the information the original electronic record does.

   Records duplicated through digital imaging or other conversion to computer or digital environments must be supported by convincing, documented evidence that the electronic records were created, reproduced, and otherwise managed in accordance with systems and procedures designed to ensure the reliability, accuracy, and security of both the records and the process or system used to produce the records. Provisions must also be made to ensure the records' accessibility throughout their retention period, including any required migration, recopying, or conversion. Prior to destroying scanned paper records, correspondence using the form "Request for Disposal of Original Records Duplicated by Electronic Means" (see page 38) should be submitted to the Government Records Branch. Upon receiving authorization paper records scanned into digital environments may be destroyed.

To assist local government agencies, the Division of Historical Resources has published guidelines for establishing methods and procedures in the duplication of original records. Copies of *Micrographics: Technical and Legal Procedures* and the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* can be obtained from our Web site.

3. **DESTRUCTION OF ELECTRONIC RECORDS.** Careful attention must be paid to the destruction of electronic records. When computers are disposed of, hard drives must be carefully and thoroughly erased or destroyed. Tapes, disks, and other recording media should be physically destroyed. Simple erasure or destruction of a disk's index file is insufficient to destroy the actual data recorded on the disk.

High-capacity storage media, such as CD-ROMs or optical media, may contain records of differing retention requirements. It is important that those records that must be retained for longer periods continue to be accessible.

There are two options:

a) Recopy the longer-retention records onto a separate tape or disk and destroy the original.

b) Retain the entire tape or disk as long as required for the longest-term record.

4. **METHODS OF DESTRUCTION.** Local government records provide documentation of the actions and processes of government at its most direct level. These records should remain in the custody and control of the agency that created them or received them pursuant to law until such time as they are eligible for disposition. When authorized by an approved records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance.

b) shredded, or torn up so as to destroy the record content of the documents or material concerned

c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned

d) buried under such conditions that the record nature of the documents or materials will be terminated

e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner.

5. **DISPOSITION OF RECORDS NOT AUTHORIZED FOR DESTRUCTION BY THIS SCHEDULE.** Custodians with records not authorized for destruction or other disposition by this schedule may discard these records by following one of the procedures listed below:

a) Submit correspondence using the form "Request and Approval of Unscheduled Records Disposal" (see page 46) to the Government Records Branch.

b) Custodians with records no longer in current use that are identified as permanent and not authorized for destruction by this schedule, or with paper records that have been microfilmed, are authorized and empowered to turn over such records to the Department of Cultural Resources. The Department of Cultural Resources is authorized, at its discretion, to accept custody of those records, providing it has adequate space and staff in the State Archives. A written offer of the records should be made to the Assistant State Records Administrator, Government Records Branch, 4615 Mail Service Center, Raleigh, North Carolina 27699-4615.

DISASTER ASSISTANCE IS AVAILABLE

Throughout our state's history, county and municipal records have been vulnerable to man-made and natural disasters. Even with modern facilities and improved security and protective measures, public records are still susceptible to fire and water damage, and several disasters involving public records have occurred in this state during recent years. One of the most common forms of disaster has been a fire (usually at night or during a weekend). In those instances, valuable and often irreplaceable records that escaped the flames were ruined by water and mud resulting from fire fighting. In most cases, records that were irreparably damaged might have been saved if state and local officials had known what to do with damaged records and acted promptly.

In order to help state, county, and municipal agencies cope with fires, floods, and other disasters involving records, the North Carolina Division of Historical Resources has formed a Disaster Response Team. Upon request, members of this team will advise local officials on the retrieval of damaged records. When possible, they will also provide further assistance upon request.

WHAT SHOULD YOU DO WHEN A DISASTER OCCURS? The first and most important step to take is to secure the area containing the damaged records as soon as possible. Until fire fighters or other safety personnel confirm the safety of the area, no one should enter the facility. Then notify the Division of Historical Resources at (919) 807-7350 immediately. [During nights or weekends, call your local emergency management office.] In the case of water-damaged records, the first step is to ventilate the area as much as possible to minimize the growth of mold and facilitate later records-salvage efforts.

Finally, and most important—**NO ONE SHOULD REMOVE OR ATTEMPT TO CLEAN RECORDS**. Damaged records are fragile, and attempts to move or clean them may cause unnecessary destruction. Only trained personnel should direct the recovery of the damaged records.

Information about disaster response is available on the Division of Historical Resources' Internet Web site at:
http://www.ah.dcr.state.nc.us

RECORDS MANAGEMENT WORKSHOPS

Staff training helps to make a good agency records management program better. The records management workshops listed below are available to all governmental agencies and can be presented at your office. They are also available at periodic intervals in the State Records Center building in Raleigh.

An agency outside the Raleigh area may request that a workshop be held on its premises by contacting the Government Records Branch. These workshops can be offered in combination, or otherwise tailored to specific issues or needs in your office. Although fifteen is an optimal number of participants for workshops, they are provided for any interested agency personnel.

SCANNING AND MICROFILMING PUBLIC RECORDS. This workshop covers scanning and microfilming fundamentals. We provide a series of steps to use in planning a scanning project, discuss resource allocation issues, and describe potential pitfalls in the process. A basic review of records management and public records law is provided.

The workshop presents principles for both microfilming and scanning, state technical standards and procedures to ensure the legal admissibility of microforms and scanned records, and systems and equipment. Also included are the advantages and limitations of the two processes; quality control procedures; suggested specifications for vendor services; state technical standards for in-house operations or vendor services; and choosing and implementing a scanning, microfilming, or hybrid system.

State, county, and municipal government agencies with existing in-house systems, staff who perform or supervise source document microfilming or scanning, and those interested in developing or maintaining micrographic or scanning systems would benefit from this training course.

This is normally a full-day workshop, but it can be shortened for presentation outside of our classroom.

MANAGING PUBLIC RECORDS. Management methods and procedures for controlling active and inactive records in state, county, and municipal government offices through the use of records retention and disposition schedules are presented in the workshop. Included in the training session are pertinent laws, protecting essential records, determining historical and other record values, disposition procedures, and the relationship of disposition to other records management activities.

FILES AND FILING. Step-by-step procedures for organizing and maintaining subject files in an efficient, easy-to-use system are presented in this workshop. The workshop includes: ordering and using the correct supplies; organizing files by their function; color coding files to increase retrieval speed and reduce misfiles; a single-point reference system with everything about a particular case, subject, person, or location in one folder (case filing); eliminating "General" and "Miscellaneous" files; and creating a filing system through which anyone can locate a folder.

MANAGING ELECTRONIC PUBLIC RECORDS. Electronic files in state, county, and municipal agencies include records stored in desktop computers, network servers, and computer "archives." The workshop covers public access to electronic files; legal acceptance of electronic records; managing, storing, and retrieving electronic records; electronic mail; security of electronic files; and system backups.

MICROFILM

ADVANTAGES. Microfilm is an economical and practical means of preserving a security copy of essential records, and it can be used by government agencies to eliminate the problem of excess paper.

LEGAL AUTHORITY AND ACCEPTANCE. Legal authority for microfilming county records is contained in G.S. §153A-436. This statute provides that the method of reproduction must give legible and permanent copies and that the reproduction of the public records must be kept in a fire-resistant file, vault, or similar container.

G.S. §8-45 and §153A-436 provide that microfilm copies of public records shall be admissible as evidence in any judicial or administrative proceeding.

To ensure uniformity and legal acceptability in microfilmed records, certain forms, targets, and procedures should be used when microfilming public records. The Division of Historical Resources has published *Micrographics: Technical and Legal Procedures* to aid state, county, and municipal agencies in producing good-quality microfilm that meets all legal requirements.

TECHNICAL STANDARDS. Specific technical standards are required to assure quality microforms that are readily reproducible and, where necessary, capable of permanent preservation. There are four basic groups of standards that establish criteria for microfilm to be of archival or permanent quality: standards for the manufacture of raw film, standards affecting the method of filming in order to produce good overall results, standards involved in processing (developing) microfilm, and standards for the storage of processed microfilm. Those standards are listed and explained in the Division of Historical Resources's publication *Micrographics: Technical and Legal Procedures*. The standards were compiled from national associations such as the American National Standards Institute (ANSI) and the Association for Information and Image Management (AIIM).

SCANNING RECORDS. For guidance on implementing or maintaining a scanning system, contact the Government Records Branch.

MICROFILMING SERVICES AVAILABLE. The Division of Historical Resources offers microfilming of minutes and other selected permanent records. An appointment to microfilm the records is necessary and may be made by calling (919) 807-7350. The silver original reel is stored for security in the State Archives' environmentally controlled vault. Duplicate reels may be obtained from the Government Records Branch for a small fee.

Micrographic feasibility studies are provided, on request, to help agencies determine the most cost-effective micrographic system to meet their needs. Evaluations of existing micrographic applications are performed to ensure that microfilm meets state technical standards and is of archival quality.

Agencies microfilming their own *permanent* records should send the silver (camera) film to the Division of Historical Resources for storage in the vault. Duplicate film can be used in the office as the working copy.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal ("to" and "from") information, or information that does not add significance to the transmitted material
- routing slips or other records that transmit attachments
- reservations and confirmations
- personal messages (including electronic mail) not related to official business
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its "Request and Approval of Unscheduled Records Disposal" (see page 37). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of the agency.

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)**	a) Transfer records resulting in workers' compensation to **Workers' Compensation Program Claims File** item 62, page 29. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years.	See also **Workers' Compensation Program Claims File** in Standard-4, Personnel Records. See also **Workers' Compensation Litigation File** in Standard-3, Legal Records, if report results in legal action.
2.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
3.	**AGENDA/MEETING PACKETS FILE** Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies.	Destroy in office when administrative value ends. See also **MINUTES AND ATTACHMENTS (STAFF MEETINGS)** item 31, page 6.	
4.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Documentation related to associations, organizations, groups, etc., which have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
5.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related documentation concerning approved changes.	Retain for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of blueprints.
7.	**BULLETINS**	Destroy in office when administrative value ends.	
8.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
9.	**CITIZEN COMPLAINTS AND SERVICE REQUESTS** Communications conveying objections, dissatisfaction or disagreements with actions or positions taken or not taken by the agency. Also includes documentation of routine requests for service or information and petition with no legal affect.	Destroy in office 1 years after resolution.*	
10.	**CONFERENCES AND WORKSHOPS FILE** Record concerning conferences and workshops conducted or attended by county employees.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 27, page 24.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
11.	**CORRESPONDENCE AND MEMORANDA**	a) Retain records with historical value permanently. b) Destroy routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years. See also **Public Records with Short Term Value** page x. For information on handling electronic mail, See **Electronic Mail** section page iii.	
12.	**EQUIPMENT AND PROPERTY INVENTORIES** Inventories of fixed assets describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
13.	**EMERGENCY MANAGEMENT (DISASTER) PLANS** Records concerning evacuations, disaster preparedness and operations in the event of a disaster (fire, flood, etc.).	Destroy in office when superseded or obsolete.	
14.	**EQUIPMENT AND VEHICLE REFERENCE FILE** Includes operation, specification and technical manuals, brochures, bulletins and related documentation.	Destroy in office when superseded, obsolete or asset is no longer owned.	
15.	**EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records documenting the maintenance, repair and inspection of agency owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of equipment. b) Retain for life of equipment records documenting all other equipment maintenance and repairs.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
16.	**EQUIPMENT, FACILITY AND VEHICLE USAGE RECORDS** Records documenting the assignment, request and usage of agency assets. Includes mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
17.	**FACILITY ACCESSIBILITY FILE** Records document compliance with the Americans with Disabilities Act (ADA). Include survey of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.	Destroy in office after 5 years.*	29 CFR 1602 (1992).
18.	**FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records documenting the maintenance, repair and inspection of agency owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of facilities. b) Destroy records documenting all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
19.	**FUND DRIVE AND EVENT RECORDS** Records documenting the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
20.	**GOALS AND OBJECTIVES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
21.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
22.	**GRANT PROPOSALS**	a) Transfer records concerning approved grants to **GRANTS FILE** item 23, page 5 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.	
23.	**GRANTS FILE** Records concerning approved federal, state, and private grants. Includes applications and all relevant programmatic records.	a) Destroy in office records relating to specific non-continuing grants 3 years after grant is closed and released from audit. b) Destroy in office yearly records relating to specific continuing grants 3 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. See also **GRANTS: FINANCIAL RECORDS** item 28, page 12.	
24.	**HEALTH AND SAFETY FILE** Records concerning agency safety measures. Includes reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
25.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Published and unpublished histories of the agency, its departments and employees. May include documentation such as photographs, articles appearing in newspapers or other publications.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
26.	**INDEX FILE**	Destroy in office when reference value ends.	
27.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
28.	**LOST AND STOLEN PROPERTY REPORTS** Includes reports of vandalism.	Destroy in office after 3 years.*	
29.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carries.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	G.S. § 142-318.12 (b) 2
30.	**MANAGEMENT STUDIES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
31.	**MINUTES AND ATTACHMENTS (STAFF MEETINGS)** Minutes of meetings including all referenced and attached documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	G.S. § 143-318.10(c)
32.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	
33.	**OFFICE SECURITY RECORDS** Records concerning the security of the office, its equipment, and office personnel. Includes visitor's register and security system reports.	Destroy in office after 1 year.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of office security records.
34.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies and similar documentation describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other copies when superseded or obsolete.	
35.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
36.	**PLANNING AND DEVELOPMENT FILE** Records documenting the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.	a) Retain record with historical value permanently. b) Destroy in office remaining records when administrative valve ends.	
37.	**PRINTING REQUESTS**	Destroy in office when reference value ends.	
38.	**PROJECTS FILE** Includes project correspondence, final reports, specifications, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
39.	**PROPERTY AND EQUIPMENT INVENTORIES** Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
40.	**PUBLICATIONS RECEIVED**	Destroy in office when reference value ends.	
41.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, notices, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.	
42.	**RECORDS MANAGEMENT FILE** Includes correspondence with state and federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded, obsolete or administrative value ends, whichever occurs first.	
43.	**REFERENCE (READING) FILE** Subject files containing informational copies of records organized by areas of interest.	Destroy in office when reference value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
44.	**REPORTS (INTERNAL ADMINISTRATION)**	a) Retain in office 1 copy of biennial and annual reports permanently. b) Destroy in office all other reports when administrative value ends.	
45.	**REQUISITIONS FILE** Requests for parts and inventory items.	Destroy in office after 1 year.	
46.	**RESEARCH AND STUDIES FILE (ADMINISTRATIVE)** Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
47.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
48.	**TELEPHONE USAGE LOGS AND REPORTS**	Destroy in office when administrative value ends.	
49.	**VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records documenting the maintenance, repair and inspection of agency owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of vehicles. b) Retain for life of vehicle records documenting all other maintenance and repairs.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of the agency's budget, fiscal and payroll records.

ITEM #	*STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTABLE**	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office after 5 years.	G.S. § 159-11
5.	**AUDIT REPORTS** Reports and related records documenting audits conducted on departments and programs. Also includes annual audits prepared by external independent auditors verifying financial activity for the year.	a) Retain records with historical value permanently. b) Destroy in office after 3 years.	G.S. § 159-34
6.	**AUTHORIZATION FORMS**	Destroy in office after 3 years.*	
7.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, AND RECONCILIATIONS**	Destroy in office after 3 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
8.	**BIDS FOR PURCHASE** Records documenting quotes to supply products and services. Includes advertisements, requests, and tabulations, bid bonds, awards letters, records of bids and related records concerning accepted and rejected bids.	Destroy in office 3 years after purchase.*	G.S. § 143 Article 8
9.	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. Includes records documenting the various disposition procedures used, such as sealed bids and public auction.	Destroy in office after recording in minutes of governing board.	G.S. § 153A-176
10.	**BILLING AND CLAIMS** Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office after 3 years after settlement.*	
11.	**BUDGET RESOLUTIONS AND ORDINANCES** Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	c) Retain permanently official copies in the minutes of the governing board. d) Destroy in office remaining copies when administrative value ends.	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15
12.	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	Destroy in office after 3 years.*	G.S. § 159-10
13.	**CASH RECEIPTS**	Destroy in office after 3 years.*	
14.	**CHECK STUBS** Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	
15.	**CHECK REGISTER, VARIOUS FUNDS**	a) Destroy computerized check registers in office after 1 year.* b) Destroy in office all other registers after 3 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
16.	**CONTRACT BUDGET AND EXPENDITURE REPORTS**	Destroy in office after 5 years.*	
17.	**CREDIT CARD USE FILE**	Destroy in office after 2 year.*	
18.	**DAILY CASH REPORTS**	Destroy in office after 1 year.*	
19.	**DAILY DETAIL REPORTS**	Destroy in office after 1 year.*	
20.	**DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS**	Destroy in office after 1 year.*	
21.	**DEPOSITS**	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
22.	**DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)**	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
23.	**DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS**	Destroy in office after 3 years.*	
24.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	
25.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
26.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS**	a) Destroy depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
27.	**FINANCIAL JOURNALS AND LEDGERS**	a) Destroy in office after 3 years year-end summaries of receipts and disbursements. b) Destroy in office after 1 year daily, monthly or quarterly transaction detail journals and ledgers.	
28.	**GRANTS: FINANCIAL RECORDS** Records concerning approved federal, state, and private grants. Includes all relevant accounting, purchasing, payroll, and financial records.	a) Destroy federal grants in office after 3 years after grant is closed and when released from all audits.* b) Destroy state and private grants in office after 3 years.*	
29.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance provides as proof of coverage.	Destroy in office 6 years from date of termination, expiration, or settlement of all claims, whichever occurs first See also **BILLING AND CLAIMS FILE** item 10, page 10.	
30.	**INVENTORIES OF PROPERTY AND EQUIPMENT**	Destroy in office when superseded or obsolete.	
31.	**INVOICES**	Destroy in office after 3 years.*	
32.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	Comply with provisions of G.S. §159-33 and §159-33.1.
33.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 1 year.*	
34.	**MONTHLY BUDGET REPORTS**	Destroy in office after 2 years.*	
35.	**PAID CHECKS, BILLS AND VOUCHERS**	Destroy in office after 1 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
36.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes bank payments, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s).	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
37.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to individual's personnel jacket. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
38.	**PETTY CASE RECORDS**	Destroy in office after 1 year.*	
39.	**PRICE QUOTATIONS**	Destroy in office after 1 year.*	
40.	**PROCUREMENTS AND PURCHASING**	Destroy in office after 5 years.*	
41.	**PURCHASE ORDERS** Records, forms and attached documents used to purchase supplies, equipment, and services.	Destroy in office after 5 years.*	
42.	**PURCHASING REPORTS**	Destroy in office after 1 year.*	
43.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
44.	**TELEPHONE LOGS (BILLINGS)**	Destroy in office after 1 year.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
45.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records documenting the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. a) Destroy all remaining records in office after 4 years.*	
46.	**TRAVEL REIMBURSEMENTS**	Destroy in office after 3 year.*	
47.	**TRAVEL REQUESTS**	Destroy in office after 3 year.*	
48.	**VEHICLE MAINTENANCE FILE** File consists of billing records.	Destroy in office when released from all audits.	
49.	**VENDOR FILE** Files maintained on specific vendors including accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	
50.	**VOUCHER REGISTERS FILE, GENERAL EXPENSE AND PERSONAL SERVICE**	Destroy in office after 3 years.*	
51.	**VOUCHERS, VARIOUS FUNDS**	Destroy in office after 3 years.*	
52.	**WITHHOLDING TAX FILE** Records concerning individual employee's income taxes. Includes wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes.	b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-3. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of the agency, its employees or clients.

ITEM #	*STANDARD-3: LEGAL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, pubic sales etc.	a) Retain permanently if record provides only evidence of action(s) taken. b) Destroy remaining records in office after 3 years.*	**G.S. § 1 Article 50**
2.	**COMPLAINTS (DISCRIMINATION)** Records relating to discrimination charges. Includes charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	a) Destroy in office 2 years after final disposition of the charge. b) Transfer to **LITIGATION CASE RECORDS** item 11, page 17 if legal action is taken.	
3.	**CONTRACTS AND AGREEMENTS** Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. Includes franchise agreements.	a) Destroy construction (capital improvements) contracts 6 years after completion or termination of project.* b) Destroy all other contracts and agreements 5 years after expiration, termination, or completion.* c) Retain contracts and agreements with historical value permanently.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-3: LEGAL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.	**CORRESPONDENCE (LEGAL)** Correspondence and related records documenting actions taken to recover debts, fines, penalties, and assure violations concerning solid waste, environmental health, public health, erosion control, etc., are addressed.	a) Destroy in office 3 years after resolution. b) Transfer to **Litigation Case Records** item 11, page 17 if legal action is taken. See also **Public Records with Short Term Value** page ix. For information on handling electronic mail, See **Electronic Mail** section page iii.	Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal council.
5.	**EASEMENTS AND RIGHT OF WAY AGREEMENTS** Granted to and by the agency.	a) Retain originals permanently. b) Destroy copies in office when administrative value ends.	
6.	**INSURANCE AND LIABILITY WAIVERS**	Destroy in office 3 years from date of termination or settlement of all claims, whichever occurs first.*	
7.	**INSURANCE POLICIES** Records regarding accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by agency.	a) Destroy original records 6 years from date of termination or settlement of all claims, whichever occurs first.* b) Destroy copies in office when administrative value ends.	
8.	**LEASES FILE**	a) Destroy original records 5 years from date of termination or settlement of all claims, whichever occurs first.* b) Destroy copies in office when administrative value ends.	
9.	**LEGAL OPINIONS** Includes opinions rendered by counsel or the State Attorney General's Office concerning the governance and/or administration of local government.	a) Retain original records permanently. b) Destroy copies in office when administrative value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-3: LEGAL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
10.	**LEGAL REVIEW RECORDS** Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other reviews of departmental matters as requested.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations; whichever is longer. See also **Legal Opinions** item 9, page 16.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
11.	**LITIGATION CASE RECORDS** Civil suits to which the county is a party. Files may include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Destroy in office adjudicated cases 5 years after final settlement. *Retention Note: Records are retained by the Clerk of Superior Court's office in each county.* b) Destroy in office non-adjudicated cases (out-of-court claims)5 years after final settlement or expiration of relevant statute of limitations; whichever is longer. c) Retain cases having precedent or historical value permanently.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
12.	**OATHS OF OFFICE FILE** Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.	Transfer official copy to the Clerk to the Board. Destroy in office 3 years after official termination.	
13.	**ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS** Records documenting the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-3: LEGAL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
14.	**OWNERSHIP RECORDS (DEEDS, TITLES)** Legal documents showing ownership.	Destroy in office 1 year after county relinquishes ownership of land.*	
15.	**VEHICLE TITLES**	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
16.	**WARRANTIES**	Destroy in office 1 year after expiration of warranty.	
17.	**WORKERS' COMPENSATION LITIGATION FILE**	a) Transfer official copy to Industrial Commission when claim is filed. b) Destroy in office remaining records 1 year after claim is closed. c) Transfer to **Litigation Case Records** item 11, page 17 if official action is taken.	Comply with applicable provisions of G.S. §97-24 regarding workers' compensation records. Also, comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal correspondence.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-4. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of the agency's employees.

ITEM #	*STANDARD-4: PERSONNEL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ABOLISHED POSITION FILE**	Destroy in office when reference value ends.	
2.	**ADDRESS FILE**	Destroy in office when superseded or obsolete.	
3.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	Per 29 CFR 30.8(e) and 676.35(b).
4.	**AFFIRMATIVE ACTION PLANS**	Retain per 29 CFR 1608.4.	29 CFR 1608.4
5.	**APPLICATIONS, RESUMES, AND INTERVIEW RECORDS**	a) Transfer records concerning individuals hired to appropriate **PERSONNEL JACKET (OFFICIAL COPY)** item 46, page 27 when individual accepts employment. b) Destroy unsolicited applications/resumes in office 3 years after receipt. c) Destroy interview documentation (notes, test scores, question lists, etc.) after 2 years per 29 CFR 1602.14 (1992). d) Destroy in office records concerning individuals not hired 3 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-4: PERSONNEL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS**	a) Destroy in office administrative records after all audits plus 3 years. b) Destroy yearly enrollment records after 1 year. c) Destroy claim records and receipts after all audits plus 3 years.	
7.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)**	Destroy in office 3 years from date eligibility ended.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
8.	**COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) RECORDS**	Destroy in office 5 years from the date of enrollment.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records. Per 20 CFR 676.35(b) and 29 CFR 30.8(e).
9.	**CORRESPONDENCE/MEMORANDA (PERSONNEL)**	Destroy in office after 3 years.	
10.	**DEFERRED COMPENSATION FILE**	Destroy in office when reference value ends.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
11.	**DISABILITY SALARY CONTINUATION CLAIMS**	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
12.	**DISCIPLINARY FILE** Correspondence and other records concerning disciplinary action taken against employees.	a) Transfer disciplinary records relating to individual's non-selection, performance evaluation, suspension, disciplinary actions, and termination of employment to **PERSONNEL JACKET (OFFICIAL COPY)** item 46, page 27. b) Destroy remaining records in office when administrative value ends.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
13.	**DRUG AND ALCOHOL PROGRAMS FILE**	a) Destroy positive test results in office after 5 years. b) Destroy negative test results in office after 1 year. c) Destroy collection logbooks and training records in office after 2 years. d) Destroy equipment calibration, evaluations and annual summaries in office after 5 years.	47 CFR 382.401D Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
14.	**DUAL EMPLOYMENT FILE**	Destroy in office approved requests and related 1 year after employee terminates outside employment. Destroy in office disapproved requests and related records after 6 months. Destroy in office remaining records when reference value ends.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
15.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE**	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning disapproved requests 6 months after disapproval.	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
16.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
17.	**EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES** Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
18.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 3 years.	
19.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program or until audited, whichever is later.	
20.	**EMPLOYEE ELIGIBILITY RECORDS** Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification I-9) forms.	a) Destroy certificates, I-9 forms, statements, etc. in office 3 years after individual was hired or 1 year from date of separation, whichever is longer. b) Destroy registers in office after 2 years.	8 CFR 274a.2 (1993) 8 USA 1324a
21.	**EMPLOYEE EXIT INTERVIEW RECORDS**	Destroy in office when administrative value ends or 3 years, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
22.	**EMPLOYEE HEALTH CERTIFICATES** Includes health or physical examination reports or certificates created to aid in the selection, promotion, or transfer of the applicants or employees.	Destroy in office after 2 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records. 29 CFR 1602.31
23.	**EMPLOYEE MEDICAL RECORDS** Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.) Retention Note: Records must be maintained separately from an employee's personnel jacket.	a) Destroy exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.* b) Destroy remaining records in office after 5 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records. 29 CFR 1904.6 & 1910.
24.	**EMPLOYEE PENSION AND BENEFITS PLANS** Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3(b)(2). Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
25.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Destroy in office 30 years from date of separation pension and deferred compensation enrollment records. b) Destroy life, health, and disability insurance enrollment records 4 years after termination of coverage.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
26.	**EMPLOYEE SUGGESTIONS**	Destroy in office when administrative value ends.	
27.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Destroy non-employee-specific records when superseded or obsolete, but within 5 years. b) Transfer original employee-specific records to Personnel Office for review and disposal.	
28.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602.31.
29.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE RECORDS**	Destroy in office after 3 years.	
30.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE RECORDS** Records concerning discrimination complaints received and resolved by the county.	Destroy in office 3 years after resolution of case.*	29 CFR 1613.222 (1992).
31.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS** Includes EEO-1, EEO-4, EEO-5, and EEO-6 reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provision of Title VII and the Americans with Disabilities Act (ADA).	Destroy in office after 3 years.	29 CFR 1602 (1992).
32.	**EQUAL PAY RECORDS** Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-4: PERSONNEL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
33.	**FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS** Records concerning leave taken, premium payments, employer notice, disputes with employees over FMLA and other related records.	Destroy in office after all audits plus 3 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168; N.C. Administrative Code, Title 25, Section 1E.1411; and G.S. §132-1.1 regarding confidentiality of personnel records.
34.	**FRINGE BENEFITS FILE**	Destroy in office when reference value ends.	
35.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. Disciplinary correspondence may also be included.	Destroy in office 3 years after resolution.* See Also **DISCIPLINARY FILE** item 12, page 21.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
36.	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	
37.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
38.	**INCREMENTS FILE**	Destroy in office when released from all audits.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
39.	**INTERNSHIP PROGRAM FILE**	Destroy in office after 3 years.	Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.
40.	**JOB EVALUATION DESCRIPTION FILE**	Destroy in office when administrative value ends.	
41.	**LEAVE FILE** Records documenting employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, etc.	Destroy in office after 5 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
42.	**LEAVE WITHOUT PAY FILE**	Destroy in office 5 years after return of employee or termination of employment.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
43.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
44.	**MERIT FILE**	Destroy in office after 2 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-4: PERSONNEL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
45.	**MILITARY LEAVE FILE**	Destroy in office after 5 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
46.	**PERSONNEL JACKET (OFFICIAL COPY)** Official copy of personnel file maintained on each agency employee. File includes personnel action forms and records relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.	Destroy in office 30 years from date of separation. See also **EMPLOYEE MEDICAL RECORDS** item 23, page 23.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
47.	**PERSONNEL RECORDS (REFERENCE COPY)** Duplicate copy of official personnel jacket that is often maintained below the department level.	Transfer to Personnel Office for review and disposal following separation.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
48.	**POLICIES AND PROCEDURES (PERSONNEL)**	a) Retain official copy of internal agency personnel policies permanently. b) Destroy reference copies and external policy procedures when superseded or obsolete.	
49.	**POSITION CLASSIFICATION– POSITION HISTORY FILE**	Retain in office permanently.	
50.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office when superseded or obsolete.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
51.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
52.	**POSITION CONTROL CARDS**	Destroy in office when reference value ends.	
53.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.	
54.	**SERVICE AWARDS FILE**	Destroy in office 5 years from date of award.	
55.	**TEMPORARY EMPLOYEEE RECORDS** Records concerning temporary employees who were not provided, or eligible to receive benefits. Does not include personnel records created for specific federal programs.	Destroy in office 1 year from date of separation.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
56.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §153A-98 and §132-1.1 regarding confidentiality of personnel records.
57.	**UNEMPLOYMENT COMPENSATION REPORTS** Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
58.	**UNEMPLOYMENT INSURANCE FILE**	Transfer original records to the Department of Commerce, Unemployment Insurance Division, when received. Destroy in office remaining records after 2 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
59.	**VOLUNTEER RECORDS** Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
60.	**WORK PLANNING AND PERFORMANCE REVIEW FILE**	Destroy in office after 3 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
61.	**WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE**	a) Transfer original to the County Personnel Office. b) Destroy in office reference copy when administrative value ends.	
62.	**WORKERS' COMPENSATION PROGRAM CLAIMS FILE** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. File includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. File also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).)	Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with county personnel office. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*	Portions of file may be considered confidential in accordance with G.S. §8-53, and §97-92(b). Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-5. PROGRAM OPERATIONAL RECORDS. Records received and created by county veterans services offices necessary to meet all statutory requirements.

Comply with applicable provisions of CFR Title 38 Pensions, Bonuses, and Veterans' Relief and G.S. § 165-11.1 regarding access, security and confidentiality of records.

ITEM #	*STANDARD-1: PROGRAM OPERATION RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**BENEFITS APPLICATION AND ELIGIBILITY RECORDS** Copies of completed benefit forms and related records documenting veterans and their dependents, heirs and beneficiary's eligibility and application to receive general, readjustment and related benefits.	Destroy in office 5 years after resolution or when the veteran and any other claimants are deceased, whichever occurs first.	
2.	**BENEFITS DELIVERY NETWORK** Also know as TARGET or VA BDN, this claims database is maintained by the U.S. Department of Veterans Affairs and is used for inquiry purposes only.	Destroy printouts generated from the database when obsolete, superseded or administrative value ends.	
3.	**BENEFITS INFORMATIONAL AND PROMOTIONAL RECORDS** Includes instructions, handbooks, manuals, booklets, pamphlets, Federal Register excerpts, regulations, and copies of legislation used to inform veterans and their families about the existence or availability of benefits.	Destroy when obsolete, superseded or administrative value ends, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

4.	**CASE MANAGEMENT RECORDS** Records documenting activities and services performed for veterans and their dependents, heirs and beneficiaries. Includes interview worksheets, biographical and service information, fact sheets, copies of marriage, birth, and death certificates, correspondence, income and residence verification, witness statements, appeals, and similar records documenting all communications and assistance rendered.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
5.	**CONTACT AND INQUIRY RECORDS** Records used to assign, track and retrieve information for claimants seeking veterans' benefits. Includes index cards, electronic databases, and informational records documenting veteran's name and actions performed.	Destroy when obsolete, superseded or administrative value ends, whichever occurs first.	
6.	**GRAVE REGISTRATION RECORDS** Includes index or similar record of all veterans buried in the county. May include name, serial number and branch of service, and burial location.	Retain in office permanently.	
7.	**HEALTH AND MEDICAL RECORDS** Copies of private, state, and federal government medical and mental health records pertaining to a veteran or other claimant. Includes military service medical records generated during active duty.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	Comply with applicable provision of G.S. 132.6 regarding the confidentiality of medical records.
8.	**HOME LOAN RECORDS** Includes copies of completed benefit forms and similar records documenting eligibility and application to receive benefits.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
9.	**LIFE INSURANCE RECORDS** Includes copies of completed benefit forms and similar records documenting eligibility and application to receive benefits.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

10.	**MILITARY SERVICE AND DISCHARGE RECORDS** Copies of reports of discharge, separation papers, certificates of lost discharge (DD-214, dd-215, etc.) and service records (201 file) officially issued by a branch of the armed forces.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
11.	**SERVICE ORGANIZATION RECORDS** Copies of applications and eligibility records submitted to a veteran's service organization such as the VFV, DAV, or American Legion.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
12.	**SURVIVOR AND DEPENDENT RECORDS** Includes copies of completed benefit forms and similar records documenting eligibility and application to receive benefits.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-6. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by the agency.

ITEM #	*STANDARD-5: PUBLIC RELATIONS RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain records with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years.	
2.	**AGENCY PUBLICATIONS**	a) Retain 1 copy permanently. b) Destroy remaining copies in office when administrative value ends.	G.S. §125-11.8
3.	**AUDIO TAPES (PUBLIC RELATIONS)**	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.	
4.	**BIOGRAPHICAL DATA**	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.	
5.	**CORRESPONDENCE/MEMORANDA (PUBLIC RELATIONS)**	Destroy in office after 3 years.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-5: PUBLIC RELATIONS RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**FILMS FILE**	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	
7.	**HOMEPAGE (ELECTRONIC) FILE** Electronic records concerning the administration and maintenance of the agency's Web site. (Electronic files may be maintained by a network administrator or information systems office.)	a) Retain records with historical value permanently. Can be maintained in electronic or paper form. b) Erase/destroy in office when superseded or obsolete.	
8.	**NEWS CLIPPINGS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends.	
9.	**NEWS AND PRESS RELEASES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
10.	**PHOTOGRAPHS**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
11.	**PUBLIC RELATIONS FILE** Records concerning overall public relations of county administrative offices. File includes procedures, correspondence, and other related records.	Destroy in office after 5 years.	
12.	**SLIDES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	*STANDARD-5: PUBLIC RELATIONS RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
13.	**SPEECHES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
14.	**VIDEO TAPES (PUBLIC RELATIONS)**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
15.	**VISUAL AIDS**	Destroy in office when administrative value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

☐ Add a new item
☐ Delete an existing item Standard Number _____ Page _____ Item Number _____
☐ Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature (Requestor's supervisor) Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator State Archives of North Carolina Date

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 and ask for the Records Management Analyst assigned to your agency.

This form is used to request approval from the Department of Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Record Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by: _____, _____, _____
Signature Requestor Date

Approved by: _____, _____, _____
Signature Requestor's Supervisor Date

Concurred by: _____, _____, _____
Signature Assistant Records Administrator, State Archives of North Carolina Date

Physical Address
215 N Blount St
Raleigh, NC 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

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