

**New Records Series Request for Program Records Retention and Disposition Schedule**

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

<b>Agency Contact Name:</b>		<b>Date (MM-DD-YYYY):</b>
<b>Phone (area code):</b>	<b>Email:</b>	
<b>Department:</b>	<b>Division:</b>	
<b>Section:</b>	<b>Branch:</b>	
<b>Unit:</b>		

**Section I. Describe the new records series.**

[A records series is a group of similar records that are arranged according to a filing system and that are related as a result of being created, received, or used in the same activity.]

**Proposed Series Title:**

**Business purpose and function of records series? (e.g., records concerning issuance of permits, collection of personnel data)**

**This records series includes (check all that apply):**

- Paper Records     
  Microfilm/Microfiche     
  Scanned Records  
 Databases     
  Email     
  Other Electronic Records

**Section II: Confidential Information and Series Subject to Audits**

**Do the records contain confidential information?**       Yes       No

**If yes, list the statutory or regulatory provision(s) exempting the records from public inspection (e.g., G.S. 126-22, 126-23, 126-24 concerning confidentiality of personnel records):**

**Record series is subject to:**       state audit       federal audit

**If yes, explain:**

### Section III: Proposed Retention Period

Please choose one of the following four options for the proposed retention period for the new series. The four options include the records being destroyed, retained in office, transferred to the State Records Center or State Archives, or reformatted.

Note: all paper records that will be permanently preserved at the State Archives must first be transferred to the Government Records Section. If you indicate that this record series should become part of the State Archives collection then it must have permanent archival value.

This records series should be:

**Destroyed in office**

After \_\_\_\_\_ years or  when reference value ends

other (explain)

**Retained in office permanently.**

**Paper Records:**

**Transferred to the State Records Center after \_\_\_\_\_ years:**

Records will be held for agency in the State Records Center \_\_\_\_\_ additional years and then

destroyed (or)

transferred to the custody of the State Archives.

Estimated volume (e.g. file drawers, record-sized boxes, etc.):

**Electronic records only:**

**Transferred to the custody of the State Archives because it has archival value.**  
(If you check this box, please contact your record analyst for additional information)

Estimated volume per year (e.g. gigabytes GB):

**Reformatted by:**

Scanning the records

Microfilming the records

If scanned or microfilmed, the original records will be:

retained  destroyed after quality control procedures are completed

### Section IV. What else do we need to know about these records?