RECORDS RETENTION AND DISPOSITION SCHEDULE

REGISTER OF DEEDS

Issued By:

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

October 10, 2012

CONTENTS

EXECUTIVE SUMMARY ii

MANAGING PUBLIC RECORDS IN NORTH CAROLINA iii

AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS vi

DESTRUCTION OF PUBLIC RECORDS vii

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

MICROFILM x

DISASTER ASSISTANCE xi

STAFF TRAINING xi

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS 1

STANDARD-2. BUDGET, FISCAL, AND PAYROLL RECORDS 14

STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS 23

STANDARD-4. LEGAL RECORDS 30

STANDARD-5. PERSONNEL RECORDS 34

STANDARD-6. PUBLIC RELATIONS RECORDS 53

STANDARD-7. PROGRAM OPERATIONAL RECORDS 55

REQUEST FORMS 72

INDEX 76

Register of Deeds
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. 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 an office does not establish internal policies and retention periods, the office 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."*

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

Sarah E. Koonts

Register of Deeds

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Linda A Carlisle

Chairman
Board of County Commissioners

Linda A. Carlisle, Secretary
Department of Cultural Resources

Name of County

October 10, 2012

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 record 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 record 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. The State Archives will also microfilm Plats for the register of deeds. 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 the registers of deeds and their staff across the state to use when managing the records in their offices. It lists records commonly found in register of deeds 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 by the local Board of County Commissioners. The Chairman of the Board of County Commissioners should indicate approval by signing the agreement of this schedule. This 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 according to 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 to include records so that you may destroy them 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. Permanent records 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 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 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 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 4, 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 register of deeds 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 record 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, "***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. 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** form (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 or 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 get approval from our agency in order to destroy paper originals that have been digitized. 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 for Disposal of Original Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

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, 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 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 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 for Disposal of Original Records Duplicated by Electronic Means** form for our approval.

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

For guidance about electronic recording (E-Recording) please see the Uniform Real Property Electronic Recording Act report, available at http://www.cslib.org/publicrecords/electronicfiling/NorthCarolina09-12-06-Draft_eRecStandards.pdf.

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. 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.

Q. What film services do you provide?

A. The State Archives of North Carolina 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.

Q. Can I send you my minutes electronically?

A. Not at this time. We require originals or photocopies of the approved minutes, complete with signatures. We are currently 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 Branch or (919) 807-7339 for the State Archivist. 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, 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 administration of Register of Deeds offices.

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 65, page 52.	a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE**, Item 65, page 52. 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.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	Retain in office 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 File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*
***Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.*
† 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***
3.	**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† Agency Policy: Destroy in office after _____	
4.	**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.	
5.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of county 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.
6.	**BULLETINS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
7.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**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.	Destroy in office 1 year after resolution.*	
9.	**CITIZEN SURVEYS** Surveys and related records addressing town services, policies and other concerns.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
10.	**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 42.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____	
11.	**CONTRACTOR COMPLIANCE MONITORING FILES**	Destroy in office 5 years after contract expiration.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**CORRESPONDENCE AND MEMORANDA** Administrative and management correspondence/memorandum 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** section page viii.	a) Transfer after 3 years correspondence, including email with historical value to the **HISTORIES FILE** item 28, page 7. b) Destroy in office routine administrative correspondence and memoranda when administrative value ends.† Agency Policy: Destroy in office after _____ c) Destroy in office remaining records after 3 years. ***Retention Note: The correspondence, including email, of the register of deeds have historical value and should be retained.***	
13.	**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 _____	
14.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning evacuations, disaster preparedness, and operations in the event of a disaster (natural, accidental or malicious).	Destroy in office when superseded or obsolete.	
15.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
16.	**EQUIPMENT AND PROPERTY INVENTORIES** Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**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.	
18.	**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.	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.	
19.	**EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records documenting the maintenance, repair and inspection of agency-owned equipment. See also **GRANTS** item 27, page 7.	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.	
20.	**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 e-mail resolutions, and solutions to access problems.	Destroy in office after 5 years.*	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
21.	**FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records concerning the maintenance, repair, and inspection of county owned facilities. See also **GRANTS** item 27, page 7.	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) after 3 years.	
22.	**FIRE, 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.	
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 superseded or obsolete.	
25.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
26.	**GRANT PROPOSALS** Proposals submitted for grants. File may include applications, correspondence, including email, and other related records.	a) Transfer records concerning approved grants to **GRANTS** item 27, page 7 if approved. b) Destroy in office rejected or withdrawn grant proposals when administrative value ends.† Agency Policy: Destroy in office after _____	
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** item 30, page 18.	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.	09 NCAC 03M.0703
28.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the organization 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.	29 CFR 1602 (1992)
29.	**INDEX FILE** Listing of where specific information can be found.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
30.	**INSURANCE AND LIABILITY WAIVERS**	Destroy in office 6 years from date of termination or settlement of all claims.*	
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 _____	
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 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 _____	Comply with applicable provisions of G.S. §132-1.13 regarding confidentiality of electronic mailing lists.
34.	**MANAGEMENT STUDIES** Internal studies by administrators and staff throughout all agency offices. File may include studies, surveys, statistical reports, memoranda, cost analysis, projections, problem solving and comparable data that examine any aspect of the agency administration.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
35.	**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.† Agency Policy: Destroy in office after _____	G.S. § 143-318.10(c)
36.	**MOTOR VEHICLE RECORDS** Records on each vehicle showing make, model, original cost, mileage, and cost of operation.	Destroy in office after disposal of vehicle.	.
37.	**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.	
38.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
39.	**PLANNING AND DEVELOPMENT FILE** Records documenting the formulation, planning and adoption of policies, procedures and functions of the agency and/or 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 _____	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
40.	**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.	
41.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
42.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, bulletins, journals and newspapers, whether printed or electronic.	Destroy in office when superseded or obsolete.	
43.	**RECORDS MANAGEMENT FILE** Includes correspondence, including email, 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 superseded or obsolete.	
44.	**REFERENCE (READING) FILE** Subject file containing informational copies of records organized by areas of interest.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
45.	**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.† Agency Policy: Destroy in office after _____ *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
46.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also **BIDS FOR PURCHASE** item 8, page 15.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
47.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	
48.	**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.† Agency Policy: Destroy in office after _____	
49.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
50.	**TELEPHONE USAGE LOGS AND REPORTS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
51.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
52.	**VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of county owned vehicles. See also **GRANTS** item 27, page 7.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of vehicles. b) Retain records for life of vehicle documenting all other maintenance and repairs.	
53.	**VEHICLE REGISTRATION CARDS** North Carolina registration cards for vehicles in the county fleet.	Retain in vehicle until superseded.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
54.	**WORK ORDERS** Records include date and location or 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 completed, follow disposition instructions for **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 19, page 5; **FACILITY MAINTENANCE, REPAIR AND, INSPECTION RECORDS** item 21, page 6; or **VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 52, page 12.	

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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 Registers of Deeds 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** 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.	
5.	**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 4, 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

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**AUTHORIZATION FORMS** Authorization to purchase materials.	Destroy in office after 3 years.*	
7.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRANTS** May include credit card and purchasing card statements and receipts.	Destroy in office after 3 years.*	
8.	**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.*	
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
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 3 years after settlement.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**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.† Agency Policy: Destroy in office after _____	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, including email, and related records.	Destroy in office after 3 years.*	
13.	**CASH RECEIPTS**	Destroy in office after 3 years.*	
14.	**CHECK REGISTERS, VARIOUS FUNDS** Register listing for all checks written for various funds.	a) Destroy in office computerized check registers after 1 year.* b) Destroy in office all other registers after 3 years.*	
15.	**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.	
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.*	

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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 county business.	Destroy in office after 3 years.*	
19.	**CREDIT CARD USE FILE**	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.	
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.	
25.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	
26.	**ESCHEAT AND UNCLAIMED PROPERTY FILE**	Destroy in office after 10 years.	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
27.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
28.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS** See also **GRANTS: FINANCIAL** item 30, page 18.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
29.	**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. *	Comply with applicable provisions of G.S. §116B-60 and §116-73.
30.	**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 7.	Destroy in office 5 years after submission of final report.*	
31.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance providers as proof of coverage. See also **BILLING AND CLAIMS** item 10, page 16; and **GRANTS: FINANCIAL** item 30, page 18.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
32.	**INTERNAL REVENUE SERVICE (IRS) TAX FORMS** Complete IRS tax forms for agency employees.	Destroy in office after 7 years.	Comply with applicable provisions of G.S. § 159A-98 regarding confidentiality of personnel records.
33.	**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
34.	**INVOICES**	Destroy in office after 3 years.*	
35.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	Comply with provisions of G.S. § 159A-33 and § 159-33.1.
36.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 3 years.*	
37.	**MONTHLY BUDGET REPORTS**	Destroy in office after 3 years.*	G.S. § 159-30
38.	**PAID CHECKS, BILLS AND VOUCHERS**	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 File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
39.	**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 50, page 48. 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)
40.	**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.
41.	**PRICE QUOTATIONS**	Destroy in office after 1 year.*	
42.	**PROCUREMENTS AND PURCHASING**	Destroy in office after 3 years.*	
43.	**PURCHASE ORDERS** Records, forms, packing slips and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL** item 30, page 18.	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.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
44.	**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.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
45.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
46.	**TELEPHONE LOGS (BILLINGS)** Log used to record telephone calls, charges, and costs.	Destroy in office after 1 year.*	
47.	**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
48.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL** item 30, page 18.	Destroy in office after 3 years.*	
49.	**VEHICLE MAINTENANCE FILE** File consists of billing records.	Destroy in office when released from all audits.	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
50.	**VENDOR FILE** Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence, including e-mail, and related records.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of taxpayer income/receipts.
51.	**VOUCHER REGISTERS FILE, GENERAL EXPENSE AND PERSONAL SERVICE**	Destroy in office after 3 years.*	
52.	**VOUCHERS, VARIOUS FUNDS**	Destroy in office after 3 years.*	
53.	**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 in office all remaining records after 4 years.*	

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STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS
Information technology encompasses all activities undertaken by Register of Deeds offices 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. This series may include but is not limited: 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. §132-1.7 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.	**DIGITIZATION AND SCANNING RECORDS** Records concerning imaging operations. This series 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 secure, off-site location.)	a) Retain records documenting past disaster recovery permanently. b) Destroy all other records in office 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."
5.	**INFORMATION TECHNOLOGY ASSISTANCE RECORDS** This series documents troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. This series 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.	

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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. This series 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. §132-1.7 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***
7.	**NETWORK DIAGRAMS** This series documents 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. §132-1.7 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."
8.	**PROJECT DOCUMENTATION FILES** Records created to design, develop, control, or monitor a specific project or group projects. This series 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.	
9.	**SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS** These records document compliance with agency software license and copyright provisions. This series may include but is not limited to: software licenses, correspondence, and related documentation.	Destroy in office 1 year after life after life of system.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**SYSTEM ACCESS RECORDS** This series documents 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. §132-1.7 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***
11.	**SYSTEM DOCUMENTATION RECORDS** This series documents 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. §132-1.7 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."
12.	**SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE** This series documents inspections, maintenance, and repairs of agency computer systems that are owned or leased. This series 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 for life of equipment records documenting all other equipment maintenance and repairs.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS** This series documents regular or essential system backups. This series may include but is not limited to: backup tape inventories, relevant correspondence, 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** This series consists of 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. This series may include but is not limited to server environment configuration specifications. See also **WEBSITE (ELECTRONIC) FILE** item 7, page 55.	Destroy in office when superseded or obsolete.	

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STANDARD-4. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of Register of Deeds offices or their individual employees or clients.

ITEM #	***STANDARD-4: LEGAL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**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.*	
2.	**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.	a) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.* b) Destroy in office 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***
3.	**CORRESPONDENCE (LEGAL)** Correspondence, including email, and related records concerning actions taken to recover debts, fines, penalties, and assure violations are addressed.	Destroy in office 5 years after resolution.* See also **Electronic Records** section page viii.	Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal counsel.
4.	**EASEMENTS AND RIGHT-OF-WAY AGREEMENTS** Granted to and by the agency. See also **ACCOUNTS PAYABLE** item 1, page 14 for disposition of financial records	Retain in office permanently.	
5.	**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 other records in office 6 years after settlement.	
6.	**LEASES FILE** Records concerning leases for property leased by and from other parties and agency property leased to the public. See also **GRANTS** item 27, page 7.	Destroy original records 3 years after termination of lease.*	

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.	Retain in office permanently.	
8.	**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 7, page 32.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or at expiration of relevant statute of limitations.† 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.
9.	**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. *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.

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**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.*	
11.	**OWNERSHIP RECORDS (DEEDS, TITLES)**	Destroy in office 1 year after the county relinquishes ownership of land.*	
12.	**VEHICLE TITLES** Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
13.	**WARRANTIES** Warranties that accompany equipment or commodities purchased by the agency.	Destroy in office 1 year after expiration of warranty.	

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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 Register of Deeds office employees.

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 _____	
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.	**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 44.	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 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***
6.	**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.*	
7.	**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
8.	**DEFERRED COMPENSATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
9.	**DISABILITY SALARY CONTINUATION CLAIMS** Forms used by disabled employees to apply for salary continuation benefits.	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies 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 File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**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 an appeal or an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48. 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***
11.	**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

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**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.	
13.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48.	a) Destroy in office other 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.
14.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
15.	**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 43.	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.	
16.	**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.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48.	Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*	
18.	**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)
19.	**EMPLOYEE EXIT INTERVIEW RECORDS** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48.	Destroy in office after 1 year.	
20.	**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 50, page 48. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
21.	**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 file.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910
22.	**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
23.	**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 50, page 48. 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***
24.	**EMPLOYEE PERFORMANCE REVIEW FILE** Information used to establish employees goals and primary tasks. Records used to evaluate each employees work performance. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48.	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 _____	
25.	**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
26.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
27.	**EMPLOYEE SUGGESTIONS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
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 50, page 48 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 _____	29 CFR 1627.3
29.	**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.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
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, letter of reference and similar records.	a) Transfer application, resumes, transcripts and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48. 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 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

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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 34.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48. 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 50, page 48.	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

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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.	**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)
37.	**FRINGE BENEFITS FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also **DISCIPLINARY FILE** item 10, page 36 and **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48.	Destroy in office after 2 years.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
39.	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, content or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 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** Records concerning interns and students.	Destroy in office after 3 years.	Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.
43.	**JOB EVALUATION DESCRIPTION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
44.	**JOB TRAINING PARTNERSHIP ACT RECORDS**	Destroy in office 5 years from the date of enrollment.	Per 29 CFR 30.8(e).

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
45.	**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 from active duty.* b) Destroy in office records concerning non-military service leave after 5 years.*	5 CFR 1208 29 CFR 825.500(b)
46.	**LEAVE WITHOUT PAY FILE**	Destroy in office 5 years after return of employee or termination of employment.	
47.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	
48.	**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
49.	**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 50, page 48. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
50.	**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 21, page 40.	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. 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 remaining records in office when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.	G.S. § 153A-98 (County Employees)
51.	**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 50, page 48. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
52.	**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.	
53.	**POSITION CLASSIFICATION/POSITION HISTORY FILE** See also **POSITION DESCRIPTION RECORDS** item 55, page 49.	a) Retain records with historical value permanently. b) Destroy in office when superseded or obsolete.	
54.	**POSITION CONTROL FILE** 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 _____	
55.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years from the date of record.	29 CFR 1620.32
56.	**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 _____	
57.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
58.	**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 50, page 48.	Destroy in office 2 years from date record was created, received, or the personnel action involved.	
59.	**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 employed by county, transfer applicable records to **PERSONNEL RECORDS (OFFICIAL COPY)** item 50, page 48. b) If the employee is a temporary service company employee, destroy in office 5 years from date of separation.	
60.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
61.	**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***
62.	**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.	
63.	**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.	
64.	**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.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
65.	**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 9, page 32.	Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records.

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STANDARD-6. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by Register of Deeds 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) 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.	
2.	**AGENCY PUBLICATIONS** Publications created at agency expense.	a) Retain records with historical value permanently. b) Destroy remaining copies in office when administrative value ends.† Agency Policy: Destroy in office after _____	
3.	**AUDIO-VISUAL RECORDINGS** Recordings (including digital) and films produced by the agency.	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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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 records with historical value permanently. b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after _____	
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 records with historical value permanently. b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after _____	
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 29.	a) Retain records with historical value permanently. Can be maintained as website snapshots or via Web crawler. b) Erase/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.*	

**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 File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

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STANDARD-7. PROGRAM OPERATIONAL RECORDS.
Records received, recorded, and created in the Register of Deeds offices in order to meet statutory requirements.

Many of the records in the Register of Deeds Office are permanent records with a high degree of legal, administrative, and historical value. They are to be retained permanently and safeguarded from all damage. Creating microfilm copies of all of these records is a proven method of creating a preservation copy, which may be stored in the film vault of the State Archives of North Carolina. These records may be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by G.S. § 132-8.2. Any county wishing to dispose of any of these records must first contact the Government Records Branch to inquire whether the State Archives wishes to take custody. *Permanent records may not be intentionally destroyed without written permission from the Department of Cultural Resources.*

ITEM #	***STANDARD-7: PROGRAM OPERATIONAL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ARMED FORCES DISCHARGES AND INDEX**. Official copies of military discharges and indexes.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. § 47-113.2 (effective January 1, 2004) regarding the confidentiality and removal of discharge 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 File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*
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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
2.	**ARMED FORCES DISCHARGE REMOVAL REQUEST FORMS**. Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.	Retain in office permanently.	G.S. § 47-113.1 Repealed by Session Laws 2003-248.
3.	**ARMED FORCES DISCHARGES AUTHORIZATION TO RECORD AND REQUEST COPY FORMS** Forms used to give an authorized agent or representative the authority to record or request a copy of a discharge.	Retain with the related **ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS**, item 4, page 56; or with the related **ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS**, item 5, page 56.	G.S. § 47-113.2
4.	**ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS** Forms completed and signed by an authorized party when presenting a discharge for recording.	a) Destroy in office 1 year from date discharge is filed. b) Retain in office permanently if form is filed with the armed forces discharge record.	G.S. § 47-113.2
5.	**ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS** Forms completed by persons requesting copies of discharge records.	Destroy in office 1 year from date received.	Comply with applicable provisions of G.S. § 47-113.2(e2) regarding the confidential safekeeping and restricted access of request forms.
6.	**BONDS: CLERK OF SUPERIOR COURT** Taken or renewed bonds belonging to the office of the Clerk of Superior Court.	Destroy in office 6 years after termination.	G.S. § 58-72-50

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**BRANDS AND MARKS** Brands or earmarks for differentiating livestock.	Series discontinued. Transfer to the State Archives of North Carolina.	
8.	**CEMETERY LISTS** Lists of public cemeteries in the county outside of the limits of incorporated municipalities and not established and maintained for their use. Also includes lists of abandoned public cemeteries.	a) Retain in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 65-1
9.	**CHATTEL MORTGAGES AND INDEX** Mortgages, agricultural liens, conditional sales contracts, and all other loans which use personal property as collateral. In 1967 chattel mortgages were succeeded by the Uniform Commercial Code.	Series discontinued. Chattel mortgages satisfied prior to 1967 may be destroyed at any time.	
10.	**COHABITATION RECORDS** Records of cohabitation filed by freedmen. Includes names of cohabitants and the period of cohabitation.	Series discontinued. Transfer to State Archives of North Carolina.	G.S. § 51-5

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**CORPORATIONS (INCORPORATIONS) RECORDS AND INDEX** Official copies of charters, certificates of dissolution, and other related documentation of corporations whose principal office is in the county.	e) Retain official copies in office permanently. f) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. g) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. h) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 55D, Article 3.

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**DEEDS, RECORD OF AND INDEX** Official copies of deeds in order of registration.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 47-17, 47-113 and 161-14.

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**DEEDS OF TRUST (MORTGAGES), RECORD OF AND INDEX** Official copies of deeds of trust (mortgages) in order of registration.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 45-4 through 43; G.S. § 47-17 through 36 and G.S. § 161-14.
14.	**DIVISIONS AND DOWERS RECORDS** Copies of reports of commissioners appointed to partition real estate and allot dowers, with certificate of approval of the clerk of superior court.	Series discontinued. Transfer to the State Archives of North Carolina.	G.S. § 29-30 and § 46.
15.	**FARM NAME REGISTER** Register of farm descriptions, names, registrant, and date of registration.	Retain in office permanently.**	G.S. § 80-33
16.	**GRAVES REMOVAL RECORDS** Certificates, maps, attachments and similar records documenting the disinterment and reinterment of graves.	Retain in office permanently.	15A North Carolina Administrative Code 19H .1201

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**HIGHWAY RIGHT-OF-WAY MAPS AND INDEX** Plan and profile sheets of the final right-of-way plans for all Department of Transportation projects under which the right-of-way or other interest in real property is acquired or access is controlled.	a) Retain in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 136-19.4
18.	**JUROR LISTS AND RECORDS** Includes lists of each person qualified to be selected for jury duty within the county, a statement of the sources used and procedures followed in preparing the list, reports, and all other related documentation.	Series now under custody of Clerk of Court.	G.S. § 9-4, 9-7
19.	**LAND ENTRY BOOK** Record of entries of claims to vacant land. Includes name of person entering claim, description of land claimed, and date claim was filed.	a) Retain in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 146-22
20.	**LAND GRANT REGISTER** Records of grants from the Office of the Secretary of State obtained by any person.	a) Retain in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	
21.	**LAND SOLD FOR TAXES AND INDEX** Records of land sold for county taxes. Includes name of delinquent taxpayer, years for which taxes were due, and description of property.	Destroy in office upon State Archives of North Carolina approval.	

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
22.	**MARRIAGE HEALTH CERTIFICATES** Certificates from a regularly licensed physician stating that no evidence of venereal disease, tuberculosis in the infectious or communicable state, or mental incompetence was found in the applicants.	Series discontinued. Destroy in office immediately.	G.S. § 51-9 (Repealed 1994)
23.	**MARRIAGE LICENSES** Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates and supporting documentation.	a) Retain original licenses, affidavits, and court orders permanently. b) Destroy in office after 5 years supporting proofs, applications, and related records. c) Forward "Application, License and Certificate of Marriage" forms to the Office of Vital Records. d) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 51-8 G.S. § 51-21(4) G.S. § 51-18.1
24.	**MARRIAGE REGISTER** Register of all marriages in the county. Includes, but is not limited to, the full name of the husband and wife, the date the ceremony was preformed, and the location of the original license and return.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 51-18
25.	**MERCHANT RETURNS AND INDEX** Merchants' annual reports of total wholesale purchases made, used in determining franchise tax.	Series discontinued. Destroy in office upon State Archives of North Carolina approval.	

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
26.	**MERIDIAN RECORDS AND INDEX** Records of the testing of surveyors' instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.	Series discontinued. Transfer to the State Archives of North Carolina.	
27.	**MINERAL RIGHTS RECORDS AND INDEX**	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 161-22
28.	**MISCELLANEOUS RECORDS AND INDEX** Includes tax, school, election and similar records found in the Register of Deeds office.	Destroy in office upon State Archives of North Carolina approval.	

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
29.	**NOTARIES PUBLIC RECORDS AND INDEX** Record of Notaries Public. Includes name and signature of the notary, effective date and expiration date of commission, date oath was administered and date of any revocation or resignation. Also includes certificates and transmittals (oath sheets) received from the Notary Public Section, NC Department of Secretary of State.	a) Retain "Record of Notaries Public" in office permanently. b) Return "white" copy of transmittal to Notary Public Section once applicant takes oath and receives certificate. c) Destroy in office "yellow" copy of transmittal and orders for revocation or resignation when administrative value ends. † Agency Policy: Destroy in office after _____ d) Return transmittals for applicants failing to appear within 90 days to Notary Public Section.	G.S. § 10A-8 G.S. § 10A-13
30.	**OFFICIAL RECORD BOOK AND INDEX** In some offices recorded records (instruments) are compiled in one "official record book", while other offices compile each type separately. These combined books may include deeds, deeds of trust, armed forces discharges, powers of attorney, satisfactions, withdrawals, transfers, releases, contracts, condemnation, corporations, bankruptcies, farm names, farmland districts, timber marks, historic landmarks, waste disposals, renunciations, tax waivers, exemptions orders, etc.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 161-14 G.S. § 161-18 G.S. § 161-22

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
31.	**PARTNERSHIPS AND ASSUMED NAMES RECORDS AND INDEX**	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 66-68 through 69

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
32.	**PETROLEUM LEASES REGISTER** Records indicating the leases which have been renewed for the ensuing year by every person, firm or corporation holding petroleum leases within the county.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends† Agency Policy: Destroy in office after _____	G.S. § 113-414
33.	**PLATS, MAPS, AND INDEX**	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval. c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.	G.S. § 47-30

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**REGISTRATION OF TITLES (TORRENS ACT) AND INDEX** Register of certificates of title to real estate established by judgments of the Superior Court under the Torrens Act.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends.† Agency Policy: Destroy in office after	G.S. § 43-13
35.	**STRAYS, RECORD OF** Notices of discovery of lost livestock, with reports of commissioners appointed to determine reimbursement to the finder for care of the animal.	Series transferred to County Sheriff Office. Destroy in office upon State Archives of North Carolina approval. *Retention note: Records may contain historical value. Contact the State Archives of North Carolina before destroying.*	G.S. § 68-18.1 Session Law 2012-18

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
36.	**SURVEYS, RECORD OF AND INDEX**	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends.† Agency Policy: Destroy in office after _____	
37.	**TEMPORARY INDEX** Temporary index used by office until records are registered and entered into the permanent index.	Destroy in office when administrative value ends† Agency Policy: Destroy in office after _____ *Retention Note: Registered records are to be entered into a permanent index within 30 days after the date of presentation.*	G.S. § 161-14

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
38.	**TIMBER MARKS AND INDEX** Copies of letters, figures, or words identifying timber trademarks of any person or business within the county.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 80-16
39.	**UNIFORM COMMERCIAL CODE**	a) Retain all filings recorded with real property records permanently. b) Destroy in office after July 1, 2008 all filings which were effective on July 1, 2001. c) Destroy in office all filings not covered in a) and b) when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 25, Article 9

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
40.	**VITAL RECORDS: AMENDMENTS** Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the Office of Vital Records.	a) Destroy in office 1 year after amendment and/or correction was approved, or request was denied or withdrawn. b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations, or other registrants when a new certificate is received.	G.S. § 130A, Article 4 G.S. § 48-9-107(d) 15A NCAC 19H sections .0900, .1000 and .1100
41.	**VITAL RECORDS: APPLICATIONS FOR CERTIFIED COPIES** Application forms completed by persons seeking certified copies of birth, death or marriage certificates.	a) Destroy in office 1 year from date of request if copies are issued and/or received by requestor. b) Destroy in office 3 years from date of request if copies are not issued and/or received by requestor.	G.S. § 130A, Article 4
42.	**VITAL RECORDS: BIRTHS AND INDEX** Official copies of birth certificates deposited with the Register of Deeds by the local Health Department.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	
43.	**VITAL RECORDS: DEATHS AND INDEX** Official copies of death certificates deposited with the Register of Deeds by the local Health Department. Original records are filed with the Office of Vital Records.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 130A, Article 4

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
44.	**VITAL RECORDS: DELAYED BIRTHS AND INDEX** Official copies of certificates registering the birth of a person born in this state, but not registered within one year after birth. Original records are filed with the Office of Vital Records.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 130A, Article 4
45.	**VITAL RECORDS: DELAYED BIRTH APPLICATION RECORDS** Applications and other records submitted as evidence in support of a delayed registration of birth. Copies are filed with the Office of Vital Records.	a) Destroy in office after 1 year applications and supporting documentation for a non-completed registration. b) Destroy in office after 1 year applications and supporting documentation for a completed registration (certificate was approved).	G.S. § 130A, Article 4 15A NCAC 19H .0400
46.	**VITAL RECORDS: REPORT OF DEATHS OCCURRING OUTSIDE OF COUNTY** Reports of deaths occurring outside the county of birth received from the Office of Vital Records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 130A, Article 4
47.	**WEBSITE (REGISTER OF DEEDS), REAL ESTATE CONVEYANCE**	Retain in office permanently.	
48.	**WEBSITE (REGISTER OF DEEDS), REQUEST TO REDACT PERSONAL INFORMATION** Forms and related records documenting a person's request to have personal information removed from the office's publicly available website.	Retain in office permanently.	G.S. § 132-1.10 (f)

**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 File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

***Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.*

† 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.

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

INDEX

A

ABOLISHED POSITION FILE, 34
ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE), 1
ACCOUNTS PAYABLE, 14
ACCOUNTS RECEIVABLE, 14
ACCOUNTS UNCOLLECTABLE, 14
ADDRESS FILE, 34
ADMINISTRATION AND MANAGEMENT RECORDS, 1
ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES, 1
ADS & NOTICES OF OVERTIME, PROMOTION, & TRAINING OPPORTUNITIES, 34
ADVERTISEMENTS, 53
AFFIRMATIVE ACTION FILE, 34
AGENCY PUBLICATIONS, 53
ANNUAL BUDGET, 14
APTITUDE & SKILLS TESTING RECORDS, 34
ARMED FORCES DISCHARGES AND INDEX, 55, 71
ARMED FORCES DISCHARGES REMOVAL REQUEST FORMS, 56
ASSOCIATIONS & ORGANIZATIONS FILE, 2
AUDIO RECORDINGS (PUBLIC RELATIONS), 53
AUDIT TRAILS FILE, 23
AUDITS
  FINANCIAL, 14
  PERFORMANCE, 2
AUTHORIZATION FORMS, 15

B

BANK STATEMENTS, 15
BIDS FOR DISPOSAL OF PROPERTY, 15
BIDS FOR PURCHASE, 15
BLUEPRINTS & SPECIFICATIONS, 2
BONDS
  CLERK OF SUPERIOR COURT, 56
BRANDS AND MARKS, 57
BUDGET RESOLUTIONS & ORDINANCES, 16
BUDGET, FISCAL & PAYROLL RECORDS, **14**
BULLETINS, 2

C

CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS, 35
CALENDARS OF EVENTS & APPOINTMENTS, 2
CANCELLED CHECKS, 15
CASH RECEIPTS, 16
CEMETERY LISTS, 57
CERTIFICATES OF INSURANCE. *See* INSURANCE FILE
CHATTEL MORTGAGES AND INDEX, 57
CHECK REGISTER, VARIOUS FUNDS, 16
CITIZEN COMPLAINTS AND SERVICE REQUESTS, 3
CITIZEN SURVEYS, 3
COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT), 35
COHABITATION RECORDS, 57
COMPLAINTS (DISCRIMINATION), 30
COMPUTER AND NETWORK USAGE RECORDS, 23
CONFERENCES & WORKSHOPS FILE, 3
CONTRACT BUDGET & EXPENDITURE REPORTS, 16
CONTRACTOR COMPLIANCE MONITORING FILES (BUSINESS AND ECONOMIC DEVELOPMENT), 3
CONTRACTS & AGREEMENTS, 30
CORPORATIONS (INCORPORATIONS) RECORDS AND INDEX, 58
CORRESPONDENCE & MEMORANDA, 4
CORRESPONDENCE (LEGAL), 31
COST ALLOCATION PLANS, 16
CREDIT CARD AND DEBIT SLIPS, 17
CREDIT CARD STATEMENTS, 15
CREDIT CARD USE FILE, 17
CUSTOMER CALL CENTER RECORDINGS, 4

D

DAILY CASH REPORTS, 17
DAILY DETAIL REPORTS, 17
DEEDS OF TRUST (MORTGAGES), RECORD OF AND INDEX, 60
DEEDS, RECORD OF AND INDEX, 59
DEEDS, TITLES, 33
DEFERRED COMPENSATION FILE, 35
DEPOSIT SLIPS, 15
DEPOSITS, 17
DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER), 17
DIGITIZATION AND SCANNING RECORDS, 24
DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS, 17
DISABILITY SALARY CONTINUATION CLAIM, 35
DISASTER PREPAREDNESS AND RECOVERY PLANS (INFORMATION TECHNOLOGY), 24
DISASTER/EMERGENCY MANAGEMENT PLANS, 4
DISCIPLINARY FILE, 36
DISTRICT INVESTMENT RECORDS, 17
DIVISIONS AND DOWERS RECORDS, 60
DRUG & ALCOHOL PROGRAMS FILE, 37
DUAL EMPLOYMENT FILE, 38

E

EASEMENTS & RIGHT OF WAY AGREEMENTS, 31
EDUCATIONAL LEAVE & REIMBURSEMENT FILE, 38
EMERGENCY MANAGEMENT FILE, 4

EMPLOYEE BENEFITS REGISTER, 38
EMPLOYEE CERTIFICATION & QUALIFICATION RECORDS, 38
EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES, 38
EMPLOYEE EDUCATIONAL ASSISTACE PROGRAM RECORDS, 39
EMPLOYEE ELIGIBILITY RECORDS, 39
EMPLOYEE EXIT INTERVIEW RECORDS, 39
EMPLOYEE HEALTH CERTIFICATES, 39
EMPLOYEE MEDICAL RECORDS, 40
EMPLOYEE PENSION & BENEFIT PLAN ENROLLMENT FORMS, 40
EMPLOYEE PENSION & BENEFITS PLANS, 40
EMPLOYEE PERFORMANCE REVIEW FILE, 41
EMPLOYEE POLYGRAPH RECORDS, 41
EMPLOYEE SECURITY RECORDS, 4, 41
EMPLOYEE SUGGESTIONS, 41
EMPLOYEE TRAINING & EDUCATIONAL RECORDS, 42
EMPLOYEE WORKS SCHEDULES & ASSIGNMENT RECORDS, 42
EMPLOYMENT APPLICATIONS & RESUMES, 43
EMPLOYMENT LISTINGS, ADVERTISEMENTS & ANNOUNCEMENTS, 43
EMPLOYMENT SELECTION RECORDS, 44
EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS, 44
EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS & REPORTS, 44
EQUAL PAY RECORDS, 45
EQUIPMENT & PROPERTY INVENTORIES, 4
EQUIPMENT AND FACILITY USAGE RECORDS, 5
EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS, 5
EQUIPMENT, AND VEHICLE REFERENCE FILE, 5
ESCHEAT & UNCLAIMED PROPERTY FILE, 17
EXPENDITURE REPORTS, 18

F

FACILITY ACCESSIBILITY RECORDS, 5
FACILITY MAINTENANCE, REPAIR & INSPECTION RECORDS, 6
FACILITY SERVICE & MAINTENANCE AGREEMENTS, 18
FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, 45
FARM NAME REGISTER, 60
FINANCIAL JOURNALS & LEDGERS, 18
FIRE AND SAFETY FILE, 6
FRINGE BENEFITS FILE, 45
FUND DRIVE & EVENT RECORDS, 6

G

GOALS & OBJECTIVES, 6
GRANT CONTRACT APPEALS CASES, 6
GRANT PROPOSALS, 7
GRANTS, 7
FINANCIAL, 18
GRAVE REMOVAL RECORDS, 60
GRIEVANCE FILE, 45

H

HEALTH INSURANCE FILE, 46
HIGHWAY RIGHT-OF-WAY MAPS AND INDEX, 61
HISTORIES FILE (AGENCY & EMPLOYEES), 7

I

INCREMENTS FILE, 46
INDEX FILE, 7
INFORMATION TECHNOLOGY (IT) RECORDS, 23
INFORMATION TECHNOLOGY ASSISTANCE RECORDS, 24
INSURANCE FILE, 18
INSURANCE POLICIES, 31
INTERNSHIP PROGRAM FILE, 46
INVESTMENT RECORDS, 19
INVOICES, 19

J

JUROR LISTS AND RECORDS, 61

L

LAND ENTRY BOOK, 61
LAND GRANT REGISTER, 61
LAND SOLD FOR TAXES AND INDEX, 61
LEASES FILE, 31
LEAVE FILE, 47
LEAVE WITHOUT PAY FILE, 47
LEGAL OPINIONS, 32
LEGAL RECORDS, 30
LEGAL REVIEW RECORDS, 32
LEGISLATION & REGULATORY RECORDS, 8
LITIGATION CASE RECORDS, 32
LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS, 19
LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS, 19
LONGEVITY PAY REQUESTS, 47
LOST AND STOLEN PROPERTY REPORTS, 8

M

MAILING & DISTRIBUTION RECORDS, 8
MANAGEMENT STUDIES, 8
MARRIAGE HEALTH CERTIFICATES, 62
MARRIAGE LICENSES, 62
MARRIAGE REGISTER, 62
MERCHANT RETURNS AND INDEX, 62
MERIDIAN RECORDS AND INDEX, 63
MERIT & SENIORITY SYSTEM RECORDS, 47

MILITARY LEAVE, 47
MINERAL RIGHTS RECORDS AND INDEX, 63
MINUTES (STAFF MEETINGS), 9
MISCELLANEOUS RECORDS AND INDEX, 63
MONTHLY BUDGET REPORTS, 19

N

NETWORK AND SYSTEM SECURITY RECORDS, 25
NETWORK DIAGRAMS, 26
NEWS & PRESS RELEASES, 54
NOTARIES PUBLIC RECORDS AND INDEX, 64
NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES, 34

O

OATHS OF OFFICE FILE, 33
OFFICIAL RECORD BOOK AND INDEX, 64
ORGANIZATION RECORDS, 9
OWNERSHIP RECORDS (DEEDS, TITLES), 33

P

PAID CHECKS, BILLS & VOUCHERS, 19
PARKING FILE, 9
PARTNERSHIPS AND ASSUMED NAMES AND INDEX, 65
PAYROLL & EARNINGS RECORDS, 20
PAYROLL DEDUCTION RECORDS, 20
PERSONNEL ACTION NOTICES, 47
PERSONNEL RECORDS, 34
PERSONNEL RECORDS (OFFICIAL COPY), 48
PERSONNEL RECORDS (REFERENCE COPY), 48
PETROLEUM LEASES REGISTER, 66
PLANNING AND DEVELOPMENT FILE, 9
PLATS, MAPS, AND INDEX, 66
POLICIES, 1
POLICIES & PROCEDURES (PERSONNEL), 49
POSITION CLASSIFICATION/POSITION HISTORY FILE, 49
POSITION CONTROL CARDS, 49
POSITION DESCRIPTION RECORDS, 49
POSITION REQUISITION & ANALYSIS RECORDS, 49
PROCEDURES, 1
PROGRAM OPERATIONAL RECORDS, 55
PROJECT DOCUMENTATION FILES (INFORMATION TECHNOLOGY), 26
PROJECTS FILE, 10
PUBLIC RECORDS DISCLOSURE FILE, 10
PUBLIC RELATIONS FILE, 54
PUBLIC RELATIONS RECORDS, 53
PUBLICATIONS RECEIVED, 10
PURCHASE ORDERS, 20
PURCHASING REPORTS & LOGS, 21

R

RECIPIENT CHECK & CANCELLATION REGISTERS, 21
RECONCILIATIONS, 15
RECORDS BACKUPS, SYSTEM MAINTENANCE RECORDS, 29
RECORDS MANAGEMENT FILE, 10
REFERENCE (READING) FILE, 10
REGISTRATION OF TITLES (TORRENS ACT) AND INDEX, 67
REGULATIONS, 1
REPORTS & STUDIES (INTERNAL ADMINISTRATION), 11
REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL FORM, 73
REQUEST FOR CHANGE IN RECORDS SCHEDULE FORM, 72
REQUEST FOR DISPOSAL OF ELECTRONIC DATA PROCESSING PUBLIC RECORDS FORM, 74
REQUEST FORMS, 72
REQUESTS FOR PROPOSALS, 11
REQUISITIONS FILE, 12
RESEARCH & STUDIES FILE (ADMINISTRATIVE), 12
RULES, 1

S

SALARY SURVEY RECORDS, 49
SECURITY RECORDS, EMPLOYEE, 4
SERVICE AWARDS & COMMENDATIONS, 50
SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, 26
SPEECHES, 54
STRAYS, RECORD OF, 67
SURPLUS PROPERTY FILE, 12
SURVEYS, RECORD OF AND INDEX, 68
SYSTEM ACCESS RECORDS (INFORMATION TECHNOLOGY), 27
SYSTEM DOCUMENTATION RECORDS, 28
SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE, 28
SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS, 29

T

TELEPHONE LOGS (BILLINGS), 21
TELEPHONE USAGE LOGS & REPORTS, 12
TEMPORARY EMPLOYEE RECORDS, 50
TEMPORARY INDEX, 68
TIMBER MARKS AND INDEX, 69
TIME SHEETS, CARDS, & ATTENDANCE RECORDS, 21
TRAVEL REIMBURSEMENTS, 21
TRAVEL REQUESTS, 12

U

UNEMPLOYMENT COMPENSATION CLAIMS, 50
UNEMPLOYMENT COMPENSATION REPORTS, 50
UNEMPLOYMENT INSURANCE FILE, 51
UNIFORM COMMERCIAL CODE, 69

V

VEHICLE MAINTENANCE, REPAIR & INSPECTION RECORDS, 12
VEHICLE REGISTRATION CARDS, 12
VEHICLE TITLES, 33
VENDOR FILE, 22
VITAL RECORDS
- AMENDMENTS, 70
- APPLICATIONS FOR CERTIFIED COPIES, 70
- BIRTHS AND INDEX, 70
- DEATHS AND INDEX, 70
- DELAYED BIRTH APPLICATION RECORDS, 71
- DELAYED BIRTHS AND INDEX, 71
- REPORT OF DEATHS OCCURRING OUTSIDE OF COUNTY, 71

VOLUNTEER RECORDS, 51
VOUCHER REGISTERS FILE, 22
VOUCHERS, 22

W

WARRANTIES, 33
WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE, 29, 54
WEBSITE (ELECTRONIC) FILE, 29, 54
WITHHOLDING TAX FILE, 22
WORK ORDERS, 13
WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE, 51
WORKERS' COMPENSATON PROGRAM CLAIMS FILE, 52