

1. Agency Management

Agency Management is the overarching management that occurs in all government agencies. Agencies document the process of making decisions for the agency and overseeing its operations.

NOTE: For records of governing and advisory bodies, see GOVERNANCE (other than annual reports, which are captured here under Reporting).

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Agency Management records document both routine management of agency operations and the more significant decisions that speak to core functions. The record types contained in this schedule can benefit from organization by both subject and date. Records with relatively short-term value such as Organizational Charts (RC No. 112) and Tracking Materials (RC No. 126) are best organized chronologically. Records with permanent value such as significant reports or policies would benefit from subject-based organization, thereby facilitating quick access. Agencies should separate records documenting the development of final reports, policies, procedures, and plans from the final product in order to allow for earlier destruction of these transitory work products.

Some record types have relatively short-term administrative value. For example, records created to track the receipt of materials in the agency (RC No. 126), should be destroyed in office when their reference value ends. For the sake of consistency, each agency or office should determine and document the period of time that these records hold value. In other instances, record types with relatively short-term value may be constantly evolving or iterative, such as inventories (RC No. 123). These record types may be destroyed in office when they are superseded or obsolete. Other records may have long-term historical value. These record types, such as Agency Histories (RC No. 111), will be retained permanently.

These Functional Schedules apply to records in all media, unless otherwise specified. The State Archives of North Carolina recommends that agencies develop a file plan that documents the owners of record copies, internal definitions of reference value, and record formats. (A sample is available on the records management tools page at <https://archives.ncdcr.gov/government/rm-tools>.) Information about the NC Public Records Act, confidentiality, destructions, audits and litigation actions, and electronic records can be found in the overview to the functional scheduling initiative. A key for the Functional Schedule along with definitions of important records management terms can be found in the glossary to this schedule.

1.1 Establishing Organizational Structure

DEFINED: Activities related to establishing and updating the agency’s organizational structure. These activities relate to the positions and structure of the agency, not the individuals in the positions.

SEE ALSO: Personnel records are under HUMAN RESOURCES. Records about particular agency events are under PUBLIC RELATIONS.

1.1

RC #	Record Types	Disposition Instructions	Citation
111.P	<p>Agency Histories (1 of 2)</p> <p>Records documenting the history or development of an agency or programs within the agency that have historical significance; includes narratives, summaries, scrapbooks, photographs, oral histories, and other related records</p> <p>SEE ALSO: Agency Policies (below)</p>	PERMANENT (appraisal required) ∞	
111.R	<p>Agency Histories (2 of 2)</p> <p>Routine records documenting the history or development of an agency or programs within the agency</p> <p>SEE ALSO: Agency Policies (below)</p>	RETAIN UNTIL: Reference value ends ± THEN: Destroy Agency Policy: _____	
112.S	<p>Organizational Charts</p> <p>Records depicting agency structure</p>	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	
113.P	<p>Structure/Restructuring Records (1 of 3)</p> <p>Decision-making records documenting the creation of a new agency or agency mergers/splits</p>	PERMANENT (appraisal required)	
113.R	<p>Structure/Restructuring Records (2 of 3)</p> <p>Operational records documenting the creation of a new agency or agency mergers/splits, including internal reorganizations</p>	RETAIN UNTIL: Reference value ends ± THEN: Destroy Agency Policy: _____	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.



RC #	Record Types	Disposition Instructions	Citation
113.A	Structure/Restructuring Records (3 of 3) Records documenting transitions between administrations	PERMANENT (archival)	

1.1

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

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1.2 Information Management

DEFINED: Activities concerning the management of information that is collected and/or distributed by the agency. Includes research into an area of interest for use in support of the development of specific projects, standards, and guidelines for the agency.

SEE ALSO: Reports that are produced from aggregated data are under Reporting. Fixed asset inventories are under ASSET MANAGEMENT, as is the documentation of records transfers and destructions maintained by the State Records Center. Employee surveys are under HUMAN RESOURCES. Public records requests, speeches, forms, surveys, and other publicity records are under PUBLIC RELATIONS.

1.2

RC #	Record Types	Disposition Instructions	Citation
121.S	<p>Collected Data</p> <p>Information and statistics compiled and analyzed for research purposes or to support the agency management function</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	<p><i>NOTE: If data contains confidential information, abide by relevant restrictions</i></p>
122.S	<p>Contact Lists</p> <p>Lists of people and organizations to whom information is distributed by the agency</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
123.S	<p>Indices and Inventories</p> <p>Records that are used for tracking the existence and location of information within the agency</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
124.P	<p>Records Management Materials (1 of 2)</p> <p>Records documenting the final disposition of public records; includes destruction logs and transfer forms</p> <p>SEE ALSO: Indices and Inventories (above), Public Records Requests (PUBLIC RELATIONS)</p>	<p>PERMANENT</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

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RC #	Record Types	Disposition Instructions	Citation
124.S	<p>Records Management Materials (2 of 2)</p> <p>Records documenting the management of public records; includes approved retention and disposition schedules, file plans, and other related records</p> <p>SEE ALSO: Indices and Inventories (above), Public Records Requests (PUBLIC RELATIONS)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
125.R	<p>Reference Files</p> <p>a) Materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency</p> <p>b) Subject files containing informational copies of records organized by areas of interest</p> <p>c) Reference copies of records where another individual or agency is responsible for maintaining the record copy</p> <p>SEE ALSO: Media File (PUBLIC RELATIONS)</p>	<p>RETAIN UNTIL: Reference value ends ±</p> <p>THEN: Destroy</p> <p>Agency Policy: _____</p>	
126.R	<p>Tracking Materials</p> <p>Records intended to verify the receipt of information; includes certified mail receipts</p>	<p>RETAIN UNTIL: Reference value ends ±</p> <p>THEN: Destroy</p> <p>Agency Policy: _____</p>	

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1.3 Operations

DEFINED: Activities related to the execution of routine administrative tasks.

NOTE: For heads of agencies who are appointed, the end of term comes when they resign or are replaced; for heads of agencies who are elected, the end of term comes when they resign or are reelected.

The Capstone project of the State Archives of North Carolina has identified the positions within state agencies that produce archival e-mail correspondence. Refer to your agency's Capstone Addendum or contact your agency's records analyst for the current list of positions.

SEE ALSO: Maintenance records are under ASSET MANAGEMENT. Correspondence for educational facilities is under EDUCATION, correspondence for the Offices of the Governor and Lieutenant Governor and for governing and advisory bodies is under GOVERNANCE, and legal correspondence is under LEGAL. Fiscal records and travel requests are under FINANCIAL MANAGEMENT. Accreditations and directives issued by the agency are under MONITORING AND COMPLIANCE. Publicity records are under PUBLIC RELATIONS. Schedules for the Offices of the Governor and Lieutenant Governor are under GOVERNANCE.

1.3

RC #	Record Types	Disposition Instructions	Citation
131.5	<p>Accreditation Records</p> <p>Records documenting accreditations and certifications received by the agency; includes applications, final reports, and other related records; also includes evaluations of the agency by outside entities</p> <p>SEE ALSO: Authorizing and Licensing (MONITORING AND COMPLIANCE)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	
132.<	<p>Calendars (1 of 2)</p> <p>Schedules of the agency head/secretary</p> <p>SEE ALSO: Scheduling (GOVERNANCE)</p>	<p>RETAIN UNTIL: End of term</p> <p>THEN: Destroy</p>	

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∞ See appendix for list of item numbers for records that should transfer to the State Archives.

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RC #	Record Types	Disposition Instructions	Citation
132.S	<p>Calendars (2 of 2)</p> <p>Schedules of agency staff and events</p> <p>SEE ALSO: Scheduling (GOVERNANCE)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
133.A	<p>Correspondence (1 of 5)</p> <p>Internal and external communications (including e-mail) to and from elected officials, appointed officials, and agency staff who are involved in decision-making, policy development, or other high-level planning for the agency</p> <p>SEE ALSO: Governing and Advisory Body Correspondence (GOVERNANCE)</p>	<p>PERMANENT (archival) ∞</p>	
133.P	<p>Correspondence (2 of 5)</p> <p>Internal and external communications (including e-mail) to and from agency employees whose correspondence has been identified for long-term retention for the purposes of institutional memory and planning; includes correspondence on behalf of an organizational unit</p> <p>SEE ALSO: Institutional Correspondence (EDUCATION), Executive Office (GOVERNANCE), General Legal Correspondence (LEGAL), E-mail Backups (INFORMATION TECHNOLOGY)</p> <p><i>NOTE: Excludes adjudicatory communications related to court proceedings in the Judicial Branch</i></p>	<p>PERMANENT (appraisal required) ∞</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

RC #	Record Types	Disposition Instructions	Citation
133.5	<p>Correspondence (3 of 5)</p> <p>Internal and external communications (including e-mail) to and from all other agency employees</p> <p>SEE ALSO: Institutional Correspondence (EDUCATION), Executive Office (GOVERNANCE), General Legal Correspondence (LEGAL), E-mail Backups (INFORMATION TECHNOLOGY)</p> <p><i>NOTE: Excludes adjudicatory communications related to court proceedings in the Judicial Branch</i></p>	<p>RETAIN UNTIL: Received/Sent</p> <p>PLUS: 5 years</p> <p>THEN: Destroy*</p>	<p><u>Retention</u></p> <p>EO No. 12 (2013)</p>
133.1	<p>Correspondence (4 of 5)</p> <p>Unsolicited correspondence received by the agency that requires no response and is not subject to Executive Order No. 12 (2013)</p> <p>SEE ALSO: Institutional Correspondence (EDUCATION), Executive Office (GOVERNANCE), General Legal Correspondence (LEGAL), E-mail Backups (INFORMATION TECHNOLOGY)</p> <p><i>NOTE: Excludes adjudicatory communications related to court proceedings in the Judicial Branch</i></p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
133.<	<p>Correspondence (5 of 5)</p> <p>Outgoing agency mail returned for any reason, including incorrect address, forwarding order expired, etc.</p> <p>SEE ALSO: Institutional Correspondence (EDUCATION), Executive Office (GOVERNANCE), General Legal Correspondence (LEGAL), E-mail Backups (INFORMATION TECHNOLOGY)</p> <p><i>NOTE: Excludes adjudicatory communications related to court proceedings in the Judicial Branch</i></p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

RC #	Record Types	Disposition Instructions	Citation
134.S	<p>Information Sharing Materials</p> <p>Internal records such as memoranda, newsletters, and bulletins that circulate information within the agency</p> <p>SEE ALSO: PUBLIC RELATIONS</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
135.S	<p>Logistics Materials</p> <p>Routine notices, task lists, and arrangements</p> <p>SEE ALSO: Travel Requests (FINANCIAL MANAGEMENT)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
136.1	<p>Meeting Materials (1 of 3)</p> <p>Minutes and attachments for internal committees or task forces</p> <p>SEE ALSO: Governing and Advisory Body Minutes (GOVERNANCE)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
136.S	<p>Meeting Materials (2 of 3)</p> <p>Agendas, meeting packets, visual aids, presentations, notes, and audio/visual recordings for internal committees or task forces</p> <p>SEE ALSO: Governing and Advisory Body Minutes (GOVERNANCE)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
136.R	<p>Meeting Materials (3 of 3)</p> <p>Agendas, meeting packets, notes, and other related records from meetings attended by agency personnel</p> <p>SEE ALSO: Governing and Advisory Body Minutes (GOVERNANCE)</p>	<p>RETAIN UNTIL: Reference value ends ±</p> <p>THEN: Destroy</p> <p>Agency Policy: _____</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

RC #	Record Types	Disposition Instructions	Citation
137.S	<p>Membership Records (1 of 2)</p> <p>Records concerning memberships or registrations on behalf of the agency or agency personnel</p> <p>SEE ALSO: Accounts Payable (FINANCIAL MANAGEMENT)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy*</p>	
137.A	<p>Membership Records (2 of 2) – State Bureau of Investigation</p> <p>Records concerning organizations with which the Director of the State Bureau of Investigation has been affiliated</p> <p>SEE ALSO: Accounts Payable (FINANCIAL MANAGEMENT)</p>	<p>PERMANENT (archival) ∞</p>	
138.3	<p>Procedures</p> <p>Documentation of procedures employed within the agency</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy*</p>	
139.3	<p>Project Documentation (1 of 2)</p> <p>Records documenting the design, planning, development, control, or monitoring of a specific project or group of projects; includes proposals, schematics, forecasts, feasibility studies, statements of work, assessments, and other related records</p> <p>SEE ALSO: Construction Management (INFRASTRUCTURE MANAGEMENT)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
139.P	<p>Project Documentation (2 of 2)</p> <p>Records documenting special projects that establish new programs or services for the agency that become ongoing functions and priorities</p> <p>SEE ALSO: Construction Management (INFRASTRUCTURE MANAGEMENT)</p>	<p>PERMANENT (appraisal required) ∞</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

1.4 Reporting

DEFINED: Activities related to formal responses to situations or requests, including internal, external, and mandatory requests.

NOTE: While the work product that goes into the creation of a report is public record, these drafts and other transitory materials may be destroyed once the report is finalized. The reports listed here include any prepared on behalf of the agency by hired consultants. Agencies must abide by the North Carolina Administrative Code or other regulations that require received reports to be posted to a website (e.g., 10A NCAC 13B .2102).

For Reports Written by the Agency, the archival requirement is met by sending the required copies of the reports to the State Publications Clearinghouse, State Library of North Carolina.

SEE ALSO: Budget reports and other fiscal reporting records are under FINANCIAL MANAGEMENT. Patient medical reports are under HEALTHCARE. Audit Reports as well as reports submitted as part of a monitoring requirement are under MONITORING AND COMPLIANCE.

RC #	Record Types	Disposition Instructions	Citation
141.A	<p>Reports Received by the Agency (1 of 3) – General Assembly</p> <p>Reports required to be submitted to the General Assembly</p> <p>SEE ALSO: Monitoring Surveys and Reports (MONITORING AND COMPLIANCE)</p>	PERMANENT (archival) ∞	
141.P	<p>Reports Received by the Agency (2 of 3) – Department of Natural and Cultural Resources</p> <p>Reports of unmarked human burial and human skeletal remains submitted to the Department of Natural and Cultural Resources</p> <p>SEE ALSO: Monitoring Surveys and Reports (MONITORING AND COMPLIANCE)</p>	PERMANENT	<p><u>Confidentiality</u></p> <p>G.S. § 70-18</p>
141.S	<p>Reports Received by the Agency (3 of 3)</p> <p>Other reports required to be submitted to the agency</p> <p>SEE ALSO: Monitoring Surveys and Reports (MONITORING AND COMPLIANCE)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

RC #	Record Types	Disposition Instructions	Citation
142.A-1	<p>Reports Written by the Agency (1 of 4)</p> <p>a) Annual and biennial reports</p> <p>b) Reports prepared at the request of an agency’s governing body or a court</p> <p>SEE ALSO: Financial Reports (FINANCIAL MANAGEMENT)</p>	<p>PERMANENT (archival) ∞</p> <p>-OR-</p> <p>Transfer to State Publications Clearinghouse, State Library of North Carolina:</p> <p>a) <i>Report (printed)</i>: 2 print copies AND an electronic copy, or 10 print copies</p> <p>b) <i>Report (no print run)</i>: 1 electronic copy</p>	<p><u>Authority</u></p> <p>G.S. § 125-11.5 through 11.10</p>
142.A-2	<p>Reports Written by the Agency (2 of 4) – Department of Transportation</p> <p>Prison Labor Reports from the Department of Transportation</p> <p>SEE ALSO: Financial Reports (FINANCIAL MANAGEMENT)</p>	<p>PERMANENT (archival) ∞</p>	
142.3	<p>Reports Written by the Agency (3 of 4)</p> <p>Monthly, bimonthly, quarterly, or semi-annual reports</p> <p>SEE ALSO: Financial Reports (FINANCIAL MANAGEMENT)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
142.1	<p>Reports Written by the Agency (4 of 4)</p> <p>Daily or periodic activity reports concerning workload measurements, time studies, productivity, services rendered, or other similar records</p> <p>SEE ALSO: Financial Reports (FINANCIAL MANAGEMENT)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy*</p>	

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1.5 Strategic Management

DEFINED: Activities related to systematic planning for the agency.

SEE ALSO: Records for governing and advisory bodies are under GOVERNANCE. HIPAA policies are under HEALTHCARE. Affirmative action plans and personnel policies are under HUMAN RESOURCES. Workforce strategic plans overseen by the Department of Commerce are under PUBLIC ASSISTANCE AND SUPPORT SERVICES. Records concerning disaster and emergency management plans are under RISK MANAGEMENT.

1.5

RC #	Record Types	Disposition Instructions	Citation
151.P-1	<p>Agency Policies (1 of 2)</p> <p>Agency policies that have state-wide significance</p> <p>SEE ALSO: HIPAA Policies (HEALTHCARE), Personnel Administrative Records (HUMAN RESOURCES), Electronic Records Policies (INFORMATION TECHNOLOGY)</p>	PERMANENT (appraisal required) ∞	
151.P-2	<p>Agency Policies (2 of 2)</p> <p>Policies that are agency-specific</p> <p>SEE ALSO: HIPAA Policies (HEALTHCARE), Personnel Administrative Records (HUMAN RESOURCES), Electronic Records Policies (INFORMATION TECHNOLOGY)</p>	PERMANENT	
152.2	<p>Business Plans</p> <p>Plans for managing the agency’s units, projects, workforce, etc.; includes timelines, benchmarks, responsibilities, and routine work instructions</p>	<p>RETAIN UNTIL: Execution of plan</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	
153.S	<p>Goals and Mission Statements</p> <p>High level definitions of priorities for the agency</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
154.P	<p>Strategic Plans (1 of 2)</p> <p>Long-term plans intended to carry out the agency’s core functions</p>	PERMANENT (appraisal required) ∞	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.

± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.



RC #	Record Types	Disposition Instructions	Citation
154.5	<p>Strategic Plans (2 of 2)</p> <p>Records concerning the development of strategic plans</p>	<p>RETAIN UNTIL: Adoption of plan</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	

1.5

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

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Records That Will Transfer to the State Records Center

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

An index or box inventory should accompany any records that transfer to the State Records Center for temporary storage or for eventual transfer to the custody of the Archives.

111.P Agency Histories: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Administration, Department of	NC Council for Women Historical File	49233
Agriculture and Consumer Services, Department of	NC Forest Service History File	2684
Agriculture and Consumer Services, Department of	Soil and Water Conservation Division History File	17282
Health and Human Services, Department of	Historical Data Concerning State Operated Healthcare Facilities File	38578
Information Technology, Department of	Center for Geographic Information and Analysis Historical File	17212
Information Technology, Department of	North Carolina Geographic Information Coordinating Council (GICC) History File	36010
Lottery Commission, North Carolina State	History File	47602
Natural and Cultural Resources, Department of	Capitol Historian Research File	22827
Public Safety, Department of	Juvenile Justice Program Services Division Historical File	49680
Public Safety, Department of	Secretary's Office Historical File	49345
Treasurer, Department of State	Departmental History File	16241

133.A Archival Correspondence: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Administration, Department of	Commission of Indian Affairs Executive Director's Correspondence File	70
Administration, Department of	Secretary's Correspondence File	5
Administrative Hearings, Office of	Director's Correspondence File	18608
Administrative Hearings, Office of	Human Relations Commission Director's Correspondence File	47
Administrative Office of the Courts	Director's Correspondence File	2308
Agriculture and Consumer Services, Department of	Commissioner's Correspondence File	221
Auditor, Office of the State	State Auditor's Correspondence File	47653
Budget and Management, Office of State	Director's Correspondence File	1531



Agency	Series Title	Item Number
Controller, Office of the State	State Controller’s Correspondence File	44633
Commerce, Department of	Secretary’s Correspondence File	299
Community College System, North Carolina	President’s Correspondence File	584
Environmental Quality, Department of	Secretary’s Correspondence File	2478
Health and Human Services, Department of	Secretary’s Correspondence File	1573
Housing Finance Agency, North Carolina	Director’s Correspondence File	19596
Human Resources, Office of State	Director’s Correspondence File	165
Information Technology, Department of	Secretary’s Correspondence File	47357
Insurance, Department of	Commissioner’s Correspondence File	11620
Investigation, State Bureau of	Director’s Correspondence File	16574
Justice, Department of	Attorney General’s Correspondence File	2344
Labor, Department of	Commissioner’s Correspondence File	50824
Military and Veterans Affairs, Department of	Secretary’s Correspondence File	179
Natural and Cultural Resources, Department of	Secretary’s Correspondence File	750
Public Instruction, Department of	State Superintendent’s Correspondence File	33435
Public Safety, Department of	NC Alcoholic Beverage Control Commission Chairman’s Correspondence File	314
Public Safety, Department of	Secretary’s Correspondence File	50821
Revenue, Department of	Secretary’s Correspondence File	2755
Secretary of State, Department of the	Secretary’s Correspondence File	2914
Investigation, State Bureau of	Director’s Correspondence File	16574
Transportation, Department of	Secretary’s Correspondence File	2927
Treasurer, Department of State	State Treasurer’s Correspondence File	16271

133.P Long-Term Correspondence (by position): Records will be maintained permanently in office, during which time the records will be appraised for possible transfer to the Archives.

Agency	Series Title	Item Number
Administrative Office of the Courts	Assistant Director’s Correspondence File	2313
Administrative Office of the Courts	Guardian ad Litem Administrator’s Correspondence File	40560
Administrative Office of the Courts	Research and Planning Division Director’s Correspondence File	10572
Agriculture and Consumer Services, Department of	Division of Marketing Director’s Correspondence File	3512

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Agency	Series Title	Item Number
Agriculture and Consumer Services, Department of	Meat and Poultry Inspection Division Director’s Correspondence File	47450
Agriculture and Consumer Services, Department of	Plant Industry Division Director’s Correspondence File	35561
Commerce, Department of	Assistant Secretary of Workforce Solutions Correspondence File	27104
Environmental Quality, Department of	Environmental Management Director’s Correspondence File	31344
Fire Marshal, Office of State	Office of State Fire Marshal Senior Deputy Commissioner’s Correspondence File	11877
Health and Human Services, Department of	Division of Medical Assistance Deputy Director’s Correspondence File	33273
Health and Human Services, Department of	Division of Medical Assistance Director’s Correspondence File	1853
Information Technology, Department of	Center for Geographic Information and Analysis Director’s Correspondence File	36031
Information Technology, Department of	Customer and Public Relationship Director’s Correspondence File	47439
Information Technology, Department of	Deputy State Chief Information Officer’s Correspondence File	47358
Information Technology, Department of	Information Security Manager’s Correspondence File	47322
Insurance, Department of	Assistant Commissioner’s Correspondence File	11870
Insurance, Department of	Chief Deputy Commissioner’s Correspondence File	41769
Insurance, Department of	Chief Information Officer’s Correspondence File	50601
Insurance, Department of	Life and Health Insurance Division Commissioner’s Correspondence File	35341
Investigation, State Bureau of	Assistant Director of Field Operations (East) Correspondence File	50443
Investigation, State Bureau of	Assistant Director of Field Operations (West) Correspondence File	50470
Investigation, State Bureau of	Assistant Director of Professional Standards Correspondence File	50471
Investigation, State Bureau of	Deputy Director’s Correspondence File	50473
Labor, Department of	Director of Administration and Governmental Affairs Correspondence File	50126
Lottery Commission, North Carolina State	Executive Director’s Correspondence File	47590
Natural and Cultural Resources, Department of	Chief Deputy Secretary’s Correspondence File	760
Natural and Cultural Resources, Department of	Communications Director’s File	2096
Natural and Cultural Resources, Department of	Division of Aquariums Director’s Correspondence File	36705
Natural and Cultural Resources, Department of	Division of Archives and Records Director’s Correspondence File	3989
Natural and Cultural Resources, Department of	North Carolina Museum of Art Director’s Correspondence File	858
Natural and Cultural Resources, Department of	North Carolina Museum of Natural Sciences Director’s Correspondence File	212
Natural and Cultural Resources, Department of	North Carolina Zoological Park Curator’s General Correspondence File	23677
Natural and Cultural Resources, Department of	State History Museum Director’s Correspondence File	23068
Natural and Cultural Resources, Department of	State Librarian’s Correspondence File	8911
Natural and Cultural Resources, Department of	State Parks Director’s Correspondence File	3406

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Agency	Series Title	Item Number
Natural and Cultural Resources, Department of	Tryon Palace Historic Sites and Gardens Administrator’s Correspondence File	26566
Public Instruction, Department of	Division of Fiscal Control Services Director’s Correspondence File	20474
Public Instruction, Department of	Division of Human Resource Management Director’s Correspondence File	33218
Public Instruction, Department of	Division of School Facility Services Director’s Correspondence File	35389
Public Safety, Department of	Branch Head of Alcohol Law Enforcement Correspondence File	50472
Revenue, Department of	Assistant Commissioner’s and Deputy Secretaries’ Correspondence File	2756
Secretary of State, Department of the	Business Registration Division Director’s Correspondence File	48167
Secretary of State, Department of the	Certification and Filing Division Director’s Correspondence File	50844
Secretary of State, Department of the	Charitable Solicitation Licensing Director’s Correspondence File	50842
Secretary of State, Department of the	Chief Deputy Secretary Correspondence File	50442
Secretary of State, Department of the	Deputy Securities Administrator’s Correspondence File	50841
Secretary of State, Department of the	Electronic Notarization and Notary Enforcement Director’s Correspondence File	50845
Secretary of State, Department of the	Land Records Manager’s Correspondence File	50843
Secretary of State, Department of the	Trademarks Registration Office Registrar’s Correspondence File	50846
Transportation, Department of	Chief Deputy Secretary’s Correspondence File	21875
Transportation, Department of	Chief Engineer’s Correspondence File	4119
Transportation, Department of	Division of Aviation Director’s Correspondence File	16374
Transportation, Department of	Division of Motor Vehicles Commissioner’s Correspondence File	3156
Treasurer, Department of State	Board Liaison	50879
Treasurer, Department of State	Chief Financial Officer/Deputy Treasurer	50880
Treasurer, Department of State	Chief Information Officer/Deputy Treasurer	50881
Treasurer, Department of State	Chief of Staff/Chief Deputy Treasurer	50882
Treasurer, Department of State	Compliance Consultant	50883
Treasurer, Department of State	Co-Chief Investment Officer	50884
Treasurer, Department of State	Deputy Director, Supplemental Retirement Plans	50885
Treasurer, Department of State	Deputy Treasurer Communications/Government Affairs	50886
Treasurer, Department of State	Deputy Treasurer, Unclaimed Property Division	50887
Treasurer, Department of State	Director, State and Local Government Division	50888
Treasurer, Department of State	Executive Administrator, State Health Plan	20796
Treasurer, Department of State	Executive Assistant	50889
Treasurer, Department of State	Executive Director, Retirement Systems Division	50890

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Agency	Series Title	Item Number
Treasurer, Department of State	General Counsel	50891
Treasurer, Department of State	Human Resources Director	50892
Treasurer, Department of State	Legislative Liaison	50893
Treasurer, Department of State	Policy Development Analyst/Legislative Analyst	50894
Treasurer, Department of State	Policy Director, Retirement Systems Division	50895
Wildlife Resources Commission	Executive Director’s Correspondence File	2742

133.P Long-Term Correspondence (by entity): Records will be maintained permanently in office, during which time the records will be appraised for possible transfer to the Archives.

Agency	Series Title	Item Number
Administrative Office of the Courts	Guardian ad Litem Agency, Institutional, and Organizational Correspondence File	40561
Administrative Office of the Courts	Office of Counsel Correspondence and Memoranda File	2315
Agriculture and Consumer Services, Department of	Agriculture Cost-Share Program Correspondence File	17302
Agriculture and Consumer Services, Department of	Agriculture Research Stations and State Farm Operations Division Correspondence File	9268
Agriculture and Consumer Services, Department of	Plant Protection Section Correspondence File	9125
Agriculture and Consumer Services, Department of	Veterinary Division Office Correspondence File	8976
Commerce, Department of	Rural Electrification Authority Correspondence File	525
Environmental Quality, Department of	Division of Forest Resources Correspondence File	2508
Environmental Quality, Department of	Division of Soil and Water Conservation Correspondence File	17842
Environmental Quality, Department of	Division of Water Quality Correspondence File	2602
Ethics Commission, North Carolina State	Correspondence File	3889
Health and Human Services, Department of	Division of Medical Assistance Control Correspondence File	4075
Health and Human Services, Department of	Health Care Financing Administration Correspondence File	33274
Health and Human Services, Department of	Radiation Protection Other States’ Agencies Correspondence File	7575
Insurance, Department of	North Carolina Building Code Council Correspondence File	3738
Natural and Cultural Resources, Department of	Historical Publications Administrative Correspondence File	18974
Natural and Cultural Resources, Department of	Historical Research Branch General Correspondence File	13974
Natural and Cultural Resources, Department of	North Carolina Museum of Art Correspondence File	18855
Natural and Cultural Resources, Department of	North Carolina Museum of Art Organizational Correspondence File	859
Natural and Cultural Resources, Department of	Office of Archives and History Administrative Correspondence File	13037



Agency	Series Title	Item Number
Natural and Cultural Resources, Department of	Office of State Archaeology Correspondence File	818
Natural and Cultural Resources, Department of	State Historic Preservation Office Administrative Correspondence File	808
Natural and Cultural Resources, Department of	State Historic Sites Correspondence File	29274
Public Instruction, Department of	North Carolina Professional Teaching Standards Commission Correspondence File	30593
Public Instruction, Department of	Teacher Education Section Initial Certification Program Correspondence File	29688
Secretary of State, Department of the	Advance Health Care Directives Section Correspondence File	50854
Secretary of State, Department of the	Authentications Section Correspondence File	50853
Secretary of State, Department of the	Certification and Filing Division Correspondence File	50850
Secretary of State, Department of the	Charitable Solicitation Licensing Division Correspondence File	50848
Secretary of State, Department of the	Electronic Notarization and Notary Enforcement Division Correspondence File	50851
Secretary of State, Department of the	Land Records Section Correspondence File	50849
Secretary of State, Department of the	Notary Public Division Correspondence File	17110
Secretary of State, Department of the	Securities Division Correspondence File	50847
Secretary of State, Department of the	Trademarks Registration Office Correspondence File	50852
Sentencing and Policy Advisory Commission, NC	Correspondence File	39223
Treasurer, Department of State	Actuary Correspondence File	16277

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137.A Membership Records: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Investigation, State Bureau of	State Bureau of Investigation Committees, Commissions, and Associations File	16575

139.P Project Documentation: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Administration, Department of	Commission of Indian Affairs Project File	73
Information Technology, Department of	Administrative Services Agency File	47369
Information Technology, Department of	Administrative Services Projects File	47359
Natural and Cultural Resources, Department of	Capital Improvement Projects File	3428
Natural and Cultural Resources, Department of	Office of Archives and History Special Projects File	13063
Natural and Cultural Resources, Department of	State Agency Oral History Interviews	50878
Natural and Cultural Resources, Department of	State Capitol Projects File	22838

141.A Reports Received by the Agency: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
General Assembly	State Agency Reports to the General Assembly	48284

142.A Reports Written by the Agency: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Acupuncture Licensing Board, North Carolina	Reports File	50132
Addictions Specialist Professional Practice Board, North Carolina	Reports File	50299
Administrative Hearings, Office of	Human Relations Commission Reports File	57
Administrative Office of the Courts	Guardian ad Litem Division Statistical Reports File	40585
Agriculture and Consumer Services, Department of	North Carolina Forest Service Federal Reports File	2702
Agriculture and Consumer Services, Department of	North Carolina Forest Service State Reports File	24231
Appraisal Board, North Carolina	Reports File	50136
Architecture and Registered Interior Designers, North Carolina Board of	Reports File	50143
Athletic Trainer Examiners, North Carolina Board of	Reports File	50160
Auctioneers Commission, North Carolina	Reports File	50303
Barber and Electrolysis Examiners, North Carolina Board of	Reports File	50911
Cemetery Commission, North Carolina	Reports File	50301
Certified Public Accountant Examiners, North Carolina State Board of	Annual Reports	21059
Chiropractic Examiners, North Carolina State Board of	Reports File	28878
Commerce, Department of	Rural Manpower Reports File	12073
Cosmetic Art Examiners, North Carolina Board of	Annual Reports File	17476

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Agency	Series Title	Item Number
Counselors, North Carolina Board of Licensed Clinical Mental Health	Reports File	50193
Dental Examiners, North Carolina State Board of	Governor’s Reports File	45729
Dietetics/Nutrition, North Carolina Board of	Reports File	50195
Economic Development Partnership of North Carolina	Annual Reports File	14885
Electrical Contractors, State Board of Examiners of	Reports File	50196
Engineers and Surveyors, North Carolina State Board of Examiners for	Reports File	50220
Environmental Health Specialist Examiners, North Carolina State Board of	Annual Reports File	20094
Environmental Quality, Department of	Groundwater Section Reports File	17386
Foresters, North Carolina State Board of Registration for	Reports File	50221
Funeral Service, North Carolina Board of	Reports File	21850
General Contractors, North Carolina Licensing Board for	Annual Reports File	28752
Geologists, North Carolina Board for Licensing of	Annual Reports File	26950
Hearing Aid Dealers and Fitters Board, North Carolina	Reports File	50251
Interpreter and Transliterator Licensing Board, North Carolina	Reports File	50252
Insurance, Department of	Managed Care and Health Benefits Division Annual Reports File	43699
Irrigation Contractors' Licensing Board, North Carolina	Reports File	50283
Labor, Department of	Occupational Safety and Health Annual Comparisons Reports File	35269
Labor, Department of	Occupational Safety and Health Fatality Reports File	35277
Landscape Architects, North Carolina Board of	Reports File	21116
Landscape Contractors’ Licensing Board, North Carolina	Reports File	21978

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Agency	Series Title	Item Number
Law Examiners of the State of North Carolina, Board of	Reports File	20181
Locksmith Licensing Board, North Carolina	Reports File	50284
Lottery Commission, North Carolina State	Reports File	47591
Marriage and Family Therapy Licensing Board, North Carolina	Reports File	50285
Massage and Bodywork Therapy, North Carolina Board of	Reports File	50287
Medical Board, North Carolina	Administrative Reports File	20111
Military and Veterans Affairs, Department of	Statistical File	180
Natural and Cultural Resources, Department of	Historical Research Reports File	13977
Natural and Cultural Resources, Department of	North Carolina Historical Commission Reports File	13030
Natural and Cultural Resources, Department of	Office of Archives and History Reports File	794
Natural and Cultural Resources, Department of	State Historic Sites Reports File	22894
Natural and Cultural Resources, Department of	Statistics and Directory of NC Public Libraries	17772
Natural and Cultural Resources, Department of	USS North Carolina Battleship Commission Director's Reports File	3834
Nursing Home Administrators, North Carolina Board of Examiners for	Reports File	50288
Occupational Therapy, North Carolina Board of	Reports File	50289
On-Site Wastewater Contractors and Inspectors Certification Board, North Carolina	Reports File	50290
Opticians, North Carolina State Board of	Reports File	28363
Optometry, North Carolina State Board of Examiners in	Reports File	29013
Pastoral Counselors, North Carolina State Board of Examiners of Fee-Based Practicing	Reports File	50291
Physical Therapy Examiners, North Carolina Board of	Reports File	21993
Plumbing, Heating, and Fire Sprinkler Contractors, State Board of Examiners of	Reports File	50292
Podiatry Examiners, North Carolina Board of	Reports File	50293

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Agency	Series Title	Item Number
Psychology Board, North Carolina	Reports File	17046
Public Instruction, Department of	Governor’s School Annual Reports File	1454
Public Instruction, Department of	North Carolina Professional Educator Preparation and Standards Commission Reports File	47011
Public Safety, Department of	Department of Adult Correction Reports File	10172
Public Safety, Department of	Department of Adult Correction Statistical Reports File	36302
Public Safety, Department of	Division of Emergency Management Annual Operations Reports File	37455
Public Safety, Department of	Division of Emergency Management Hazard Mitigation Program Status and Financial Reports File	37155
Real Estate Commission, North Carolina	Reports File	50294
Recreational Therapy Licensure, North Carolina Board of	Reports File	50295
Refrigeration Contractors, North Carolina State Board of	Reports File	50296
Revenue, Department of	Secretary of Revenue Reports File	2752
Social Work Certification and Licensure Board, North Carolina	Reports File	31172
Soil Scientists, North Carolina Board for Licensing of	Reports File	50297
Speech Language Pathologists and Audiologists, North Carolina Board of Examiners for	Reports File	50298
Transportation, Department of	State Maintenance Branch Prison Labor Reports File	3135
Treasurer, Department of State	Deputy Treasurer’s Reports File	16272
Treasurer, Department of State	Retirement Systems Divisional Reports File	16279
Treasurer, Department of State	Treasurer’s Reports File	50832
Veterinary Medical Board, North Carolina	Reports File	50300

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151.P Agency Policies: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Agriculture and Consumer Services, Department of	NC Forest Service Forest Management Policies File	2679
Elections, North Carolina State Board of	Administrative File	21076
Housing Finance Agency, North Carolina	Housing Partnership Board Policies File	19644
Information Technology, Department of	Center for Geographic Information and Analysis Policies, Procedures, and Regulations File	36003
Information Technology, Department of	Enterprise Technology Policies Guidelines and Standards	48058
Labor, Department of	Division of Occupational Safety and Health Policies File	35298
Natural and Cultural Resources, Department of	Archival Electronic Records Guidelines, Policies, and Procedures File	47793
Natural and Cultural Resources, Department of	Digital Services Policies and Guidelines File	50405
Revenue, Department of	Corporate, Excise and Insurance Tax Division Policies File	48976
Human Resources, Office of State	Directives File	28213
Treasurer, Department of State	Financial Operations Division Policies File	49343
Treasurer, Department of State	Investment Management Division Policies File	48231
Treasurer, Department of State	Retirement Systems Division Policies File	48646
Treasurer, Department of State	State and Local Government Finance Division Policies File	48571

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154.P Strategic Plans: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Commerce, Department of	NCWorks Commission Strategic Plan File	49469
Community College System, North Carolina	Long-Range Plans File	20406
Information Technology, Department of	Biennial State Information Technology Plan File	47361
Information Technology, Department of	Business Plan File	47367
Natural and Cultural Resources, Department of	Systems Development File	50408
Transportation, Department of	Transportation Planning File	23466