

### 3. Economic Development

Economic Development is the function of encouraging the conditions for economic growth and improved quality of life. Agencies document efforts to support innovation and expand the availability of goods and services. The Departments of Administration and Commerce and the Economic Development Partnership of North Carolina carry out this function.

3

NOTE: If grant funding provides the mechanism for supporting economic development, those records are not on this schedule; instead, see FINANCIAL MANAGEMENT. For example, the Department of Commerce funds community development through block grants (CDBG).

Table of contents (A comprehensive listing of all record types is available on the Functional Schedule page at <https://archives.ncdcr.gov/government/state-government-agencies/functional-schedule>):

- 3.1 [Business Recruitment and Services](#)
  - 311 [Economic Advancement Plans](#)
  - 312 [Historically Underutilized Businesses \(HUB\) Records](#)
  - 313 [Industrial Client Records from EDPNC](#)
  - 314 [Trade Show Records from EDPNC](#)
- 3.2 [Tourism](#)
  - 321 [Tourism and Marketing Publications](#)
  - 322 [Tourism Data](#)
  - 323 [Welcome Center Records](#)

Appendix: [Records That Will Transfer to the State Records Center](#)

There are a number of archival records on this schedule, some of which transfer electronically (such as Industrial Client Records from EDPNC, RC No. 313.A).

G.S. § 132-6(d) and G.S. § 132-6(d1) establish confidentiality for records concerning industrial projects, and G.S. § 132-1.2 confers confidentiality to business or technical information that gains value from not being readily known, so some business recruitment records are confidential for some period of time.


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.

### 3.1 Business Recruitment and Services

*DEFINED: Activities encouraging the development and growth of North Carolina business. This work is carried out by the Economic Development Partnership of North Carolina (EDPNC) and the Office for Historically Underutilized Businesses within the Department of Administration.*

3.1



*SEE ALSO: If grant funding provides the mechanism for supporting economic development, those records are under FINANCIAL MANAGEMENT.*

RC No.	Record Types	Disposition Instructions	Citation
311.R	<p><b>Economic Advancement Plans – Department of Commerce</b></p> <p>Records produced by the Department of Commerce containing advice to local government entities about land use, economic development, and other similar planning projects; includes maps generated by GIS applications, reports, studies, ordinances, and other related project documentation</p>	<p>RETAIN UNTIL: Reference value ends ±</p> <p>THEN: Destroy</p> <p>Agency Policy: _____</p> <p><i>NOTE: Transfer official copy of project documentation to local government entity on behalf of which the project was completed</i></p>	
312.A	<p> <b>Historically Underutilized Businesses (HUB) Records (1 of 5) – Department of Administration</b></p> <p>HUB records concerning minority, disabled, or female-owned businesses; includes verification/certification and approval letters, site visit documentation, and other related records</p>	<p>PERMANENT (archival) ∞</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.2 G.S. § 132-6(d) G.S. § 132-6(d1)</p>
312.P	<p><b>Historically Underutilized Businesses (HUB) Records (2 of 5) – Department of Administration</b></p> <p>Data collected by HUB; includes construction as well as goods and services reporting</p>	<p>PERMANENT</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 No.	Record Types	Disposition Instructions	Citation
312.1	<p><b>Historically Underutilized Businesses (HUB) Records (3 of 5) – Department of Administration</b></p> <p>Letters of denial and other related records to or from vendors who have been denied HUB designation; also includes unrequired submissions</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy*</p>	
<p>312.&lt;</p> 	<p><b>Historically Underutilized Businesses (HUB) Records (4 of 5) – Department of Administration</b></p> <p>Withdrawn or incomplete applications submitted to HUB</p>	<p>RETAIN UNTIL: Withdrawn or evaluated</p> <p>THEN: Return to applicant</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.2</p> <p>G.S. § 132-1.10</p>
312.6	<p><b>Historically Underutilized Businesses (HUB) Records (5 of 5) – Department of Administration</b></p> <p>Purchasing reports submitted to HUB by every governmental entity required by statute to use the services of the Department of Administration in the purchase of goods and services, every local school administrative unit, and every private, nonprofit corporation (that receives an appropriation of \$500,000 or more during a fiscal year from the General Assembly); also includes building project reports regarding minority business participation reports</p>	<p>RETAIN UNTIL: Received</p> <p>PLUS: 6 years</p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>G.S. § 143-48(b)</p> <p>G.S. § 143-128.3</p>
<p>313.A</p> 	<p><b>Industrial Client Records from the Economic Development Partnership of North Carolina (EDPNC) (1 of 2)</b></p> <p>EDPNC records concerning foreign and domestic business clients; includes reports, annual reports of companies, brochures, memoranda, plans, employer profiles, customized training proposals, and photographs</p>	<p>PERMANENT (archival) ∞</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.2</p> <p>G.S. § 132-6(d)</p> <p>G.S. § 132-6(d1)</p>
313.3	<p><b>Industrial Client Records from the Economic Development Partnership of North Carolina (EDPNC) (2 of 2)</b></p> <p>Information about EDPNC leads and prospective clients</p>	<p>RETAIN UNTIL: Received</p> <p>PLUS: 3 years</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 No.	Record Types	Disposition Instructions	Citation
314.3	<p><b>Trade Show Records from the Economic Development Partnership of North Carolina (EDPNC) (1 of 4)</b></p> <p>EDPNC proposals, publicity results, financial reports, itineraries, and other related records</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
314.1-1	<p><b>Trade Show Records from the Economic Development Partnership of North Carolina (EDPNC) (2 of 4)</b></p> <p>EDPNC information on prospective participants</p>	<p>RETAIN UNTIL: Received</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
314.1-2	<p><b>Trade Show Records from the Economic Development Partnership of North Carolina (EDPNC) (3 of 4)</b></p> <p>EDPNC information on clients who participated in trade show events; includes correspondence, company information sheets, and product listings</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
314.<	<p><b>Trade Show Records from the Economic Development Partnership of North Carolina (EDPNC) (4 of 4)</b></p> <p>Applications from trade show participants submitted to EDPNC</p>	<p>RETAIN UNTIL: Completion of trade show</p> <p>THEN: Destroy</p>	

3.1

\* 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.

### 3.2 Tourism

*DEFINED: Activities marketing North Carolina as a visitor destination. The Economic Development Partnership of North Carolina (EDPNC) and the Department of Commerce carry out these activities.*

3.2

*SEE ALSO: Research records are under AGENCY MANAGEMENT. Requests for information are under PUBLIC RELATIONS.*

RC No.	Record Types	Disposition Instructions	Citation
321.A	<p><b>Tourism and Marketing Publications – Economic Development Partnership of North Carolina</b></p> <p>Official copies of maps, brochures, advertisements, and other promotional materials produced by the Economic Development Partnership of North Carolina; includes maps, brochures, and copies of digital media uploaded to websites or social media platforms</p>	PERMANENT (archival) ∞	
322.A	<p><b>Tourism Data – Economic Development Partnership of North Carolina</b></p> <p>Official copies of statistical data and expenditure reports concerning travel and tourism in North Carolina accumulated by the Economic Development Partnership of North Carolina</p>	PERMANENT (archival) ∞	
323.A	<p><b>Welcome Center Records – Department of Commerce</b></p> <p>Correspondence between the Department of Commerce and individuals, state agencies, organizations, and companies regarding dedications and other welcome center affairs</p>	PERMANENT (archival) ∞	

\* 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.

## 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.

Appendix

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.

**312.A Historically Underutilized Businesses 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
Administration, Department of	Historically Underutilized Businesses (HUB) Vendor File	47352

**313.A Industrial Client Records from EDPNC:** Export all public record data, including attachments, from customer relationship management system 5 years after completion or cancellation of project. Electronic records will transfer immediately to the custody of the Archives.

Agency	Series Title	Item Number
Economic Development Partnership of North Carolina	Projects File	398

**321.A Tourism and Marketing Publications:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Economic Development Partnership of North Carolina	Tourism and Marketing Digital Media File	48352
Economic Development Partnership of North Carolina	Tourism and Marketing General Advertising File	399
Economic Development Partnership of North Carolina	Tourism and Marketing Permanent Publication File	400



**322.A Tourism Data:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Economic Development Partnership of North Carolina	Tourism Data File	14801

Appendix

**323.A Welcome Center 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
Commerce, Department of	North Carolina Welcome Center Subject File	3839