Where are my records?

Administrative Assistant

Functional Schedule for North Carolina

State Agencies
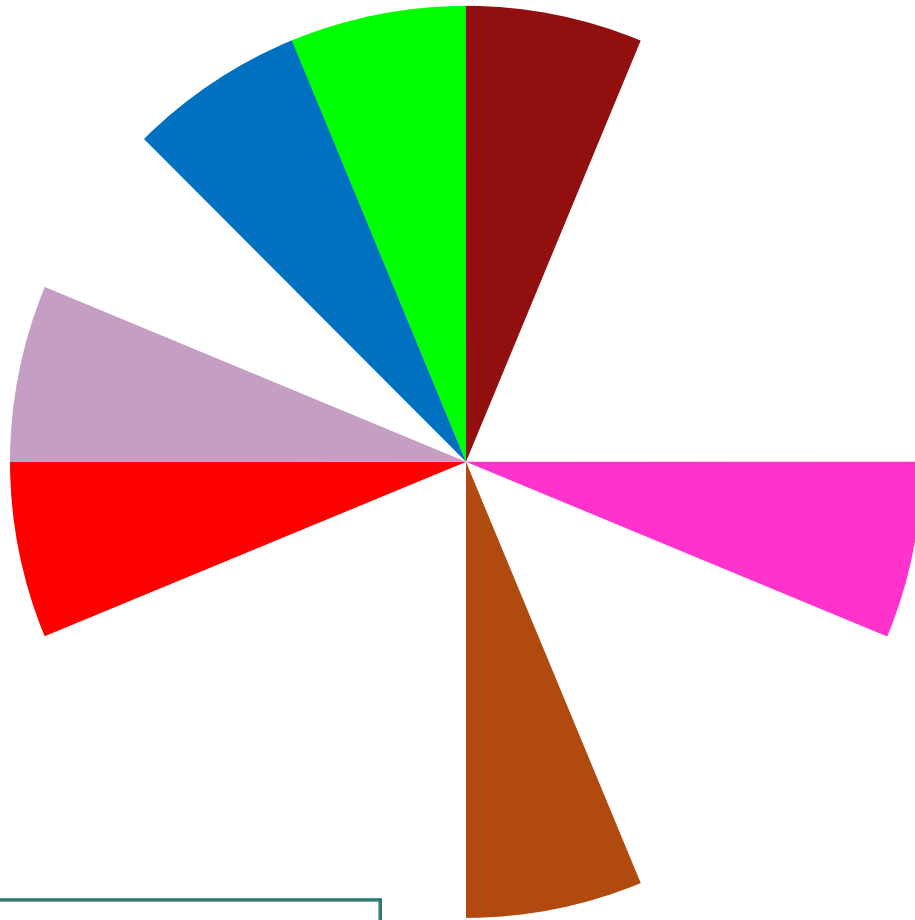
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Even though Administrative Assistants may not be the creators of all the following records, in many cases, they wind up being the records owner (i.e., the person responsible for maintaining the records on behalf of the agency).

Functions of Administrative Assistants

- Agency Mgmt
  Asset Mgmt
  Econ Development
  Education
- Financial Mgmt
  Governance
  Healthcare
- HR
  IT
  Infrastructure Mgmt
  Law Enforcement
- Legal
- Monitoring & Compliance
  Public Assistance & Support Services
- PR
- Risk Mgmt

click on pie wedge or key to see relevant records for that function

RC No.	Record Types
112	Organizational Charts
122	Contact Lists
132	Calendars
134	Information Sharing Materials (e.g., internal newsletters or bulletins)
135	Logistics Materials (e.g., task lists, meeting arrangements)
136	Meeting Materials (for internal committees/task forces)
138	Procedures
142	Reports Written by the Agency
151	Agency Policies
152	Business Plans
153	Goals and Mission Statements
154	Strategic Plans

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RC No.	Record Types
5112	Travel Requests (e.g., authorization forms and itineraries)
521	Budget Development Records

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RC No.	Record Types
846	Service Awards
863	Apprentice, Intern, and Volunteer Records
869	Employee Suggestions and Surveys

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RC No.	Record Types
1232	Contracts
1236	Settlements

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RC No.	Record Types
1315	Corrective Measures (i.e., responses to audits or complaints)

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RC No.	Record Types
1512	Media File (i.e., clippings concerning the agency, agency officials, and other topics of interest)
1521	Awards (to community contributors)
1522	Constituent Comments, Complaints, and Petitions
1523	Constituent Requests
1525	External Surveys
1544	Press Releases
1545	Speeches
1554	Invitations (to agency events)

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RC No.	Record Types
1652	Employee Security Records (e.g., identification cards, keys)

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chart

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