

Where are my records?

Contracts

Functional Schedule for
North Carolina
State Agencies



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

Functions of State Government

Finding your contracts on the Functional Schedule is dependent on understanding why you have the records in your office

- 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



CONTRACTS



Related to agency personnel



Related to annuities



Related to Business Enterprise Program participants



Related to construction projects



Related to grants



Related to scholarships

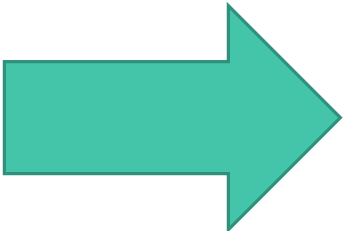


All other contracts



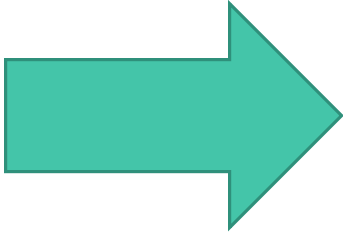
Are contracts related to personnel hired by my agency?

records that document events in permanent and temporary individuals' employment history that have long-term consequences for the employee and the agency

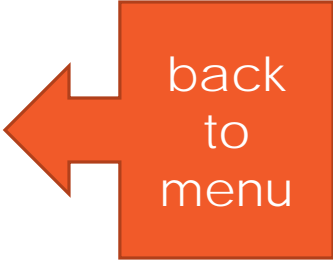


RC No. 8615:
Personnel File

records that document events in an individual's short-term employment history

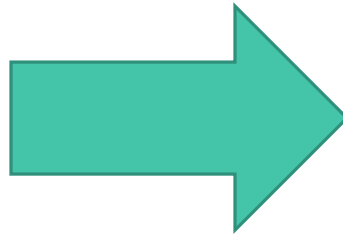


RC No. 8616:
Seasonal and
Contract Worker
Records



Are the contracts related to annuities that are part of a retirement plan?

records concerning employer-sponsored retirement plans (e.g., 401(k)); includes plan documents and amendments, trust records, annuity contracts, participant records, and other related records

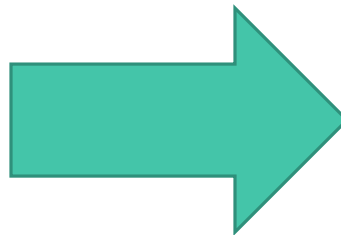


RC No. 837:
Retirement
Records



Are the contracts related to participants in the Business Enterprise Program?

records accumulated by the Department of Health and Human Services concerning legally blind operators of food service and vending facilities; includes training, counseling, and management services records; also includes contracts, memoranda, inspection reports, authorizations, and other related records

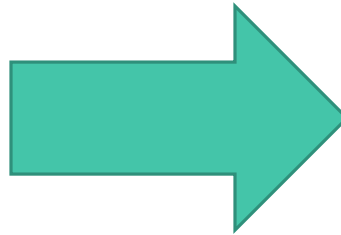


RC No. 1432:
Business Enterprise
Program Records



Are the contracts related to a construction project overseen by the Department of Administration?

records concerning repairs, additions, and construction of buildings overseen by the Department of Administration; includes budget requirements, costs, architects' and engineers' inspection reports, energy-related data, change orders, specifications with construction contracts, and other related records

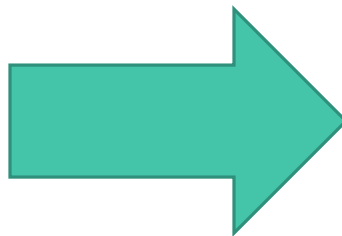


RC No. 1012.100:
Construction
Records

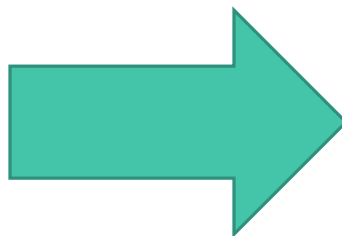


Are the contracts related to a construction project overseen by the Department of Transportation?

records concerning roadway, rail, and structure construction and maintenance projects managed by the Department of Transportation; includes contracts (as well as supplemental agreements and subcontract approval forms), etc.



RC No. 1013.3:
Federal-Aid
Transportation
Projects

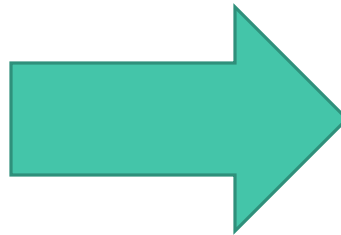


RC No. 1015.3:
State
Transportation
Projects



Are the contracts related to grants?

Some grants may have contracts required.



RC No. 532:
Grants
Administered by
Agency

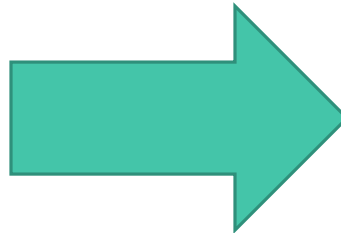
RC No. 533:
Grants Issued by
Agency

RC No. 535:
Grants Received
by Agency



Are the contracts related to scholarships or forgivable loans awarded by the agency?

records documenting the awarding of renewable or one-time scholarships or forgivable loans; includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records



RC No. 551:
Awarded
Scholarships

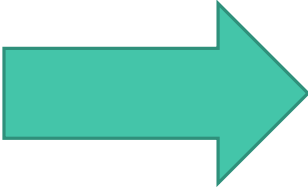


CONTRACTS

Are these some other sort of contract?

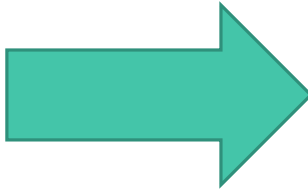
Remember: contracts include MOAs, MOUs, SLAs, SOWs, and NDAs

sealed contracts



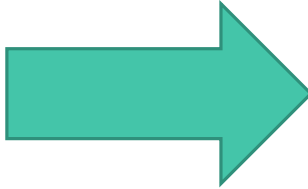
RC No. 1232.10:
Contracts

contracts concerning capital improvements



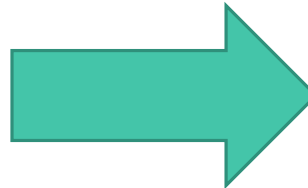
RC No. 1232.6:
Contracts

end user license and copyright agreements



RC No. 1232.1:
Contracts

all remaining contracts



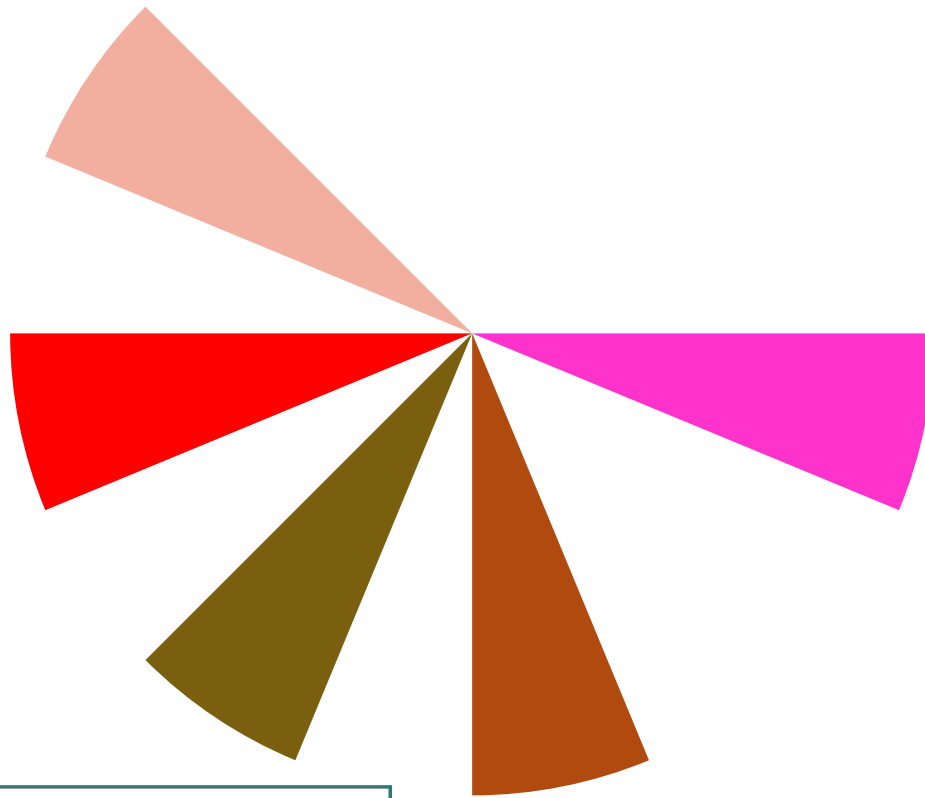
RC No. 1232.3:
Contracts

Functions of State Government

So dependent on why you have contracts in your office, you can find their appropriate retention and disposition instructions in one of five functions:



Functions of State Government



- 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



You can find the names of the Chief Records Officer and the Records Analyst for your agency on our website at:

<https://archives.ncdcr.gov/government/records-management-services-and-training/chief-records-officers>



You can find the *Functional Schedule for North Carolina State Agencies* on our website at:

<https://archives.ncdcr.gov/government/retention-schedules/state-agency-schedules>

