

## 6. Governance

The Governance function involves the creation of statutes and rules, agency liaisons with government officials, the oversight provided by governing or advisory bodies, and the collection of archival election records. Agencies document the actual statutes and regulations along with the process of their development. Governing bodies document their decision making. The State Board of Elections and the Department of the Secretary of State collect key documents regarding the campaign and election processes. The Governor’s and Lieutenant Governor’s offices document their constitutional and legislative functions. The General Assembly documents the creation of legislation, and the Office of Administrative Hearings documents official administrative rules.

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

Some Governance records, such as Appointments to Service (RC No. 631), correspond to terms of office for elected or appointed officials and are best organized chronologically. Due to the potential impact of these records not only on the records creators but also on the general public, many of these records, such as State Abstracts of Votes (RC No. 617), are scheduled to be retained in office permanently or transferred to the State Archives. All archival records of the Offices of the Governor and Lieutenant Governor, such as executive orders (RC No. 626), are grouped under the Executive Office section.

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.

**6.1 Administering Elections**

*DEFINED: Activities related to campaigns for public office and to the official recording of votes by the Department of the Secretary of State and the State Board of Elections.*

*SEE ALSO: Pursuant to G.S. § 163A-871, “The State voter registration system is the official voter registration list for the conduct of all elections in the State”; these records are scheduled as Permits under MONITORING AND COMPLIANCE.*

6.1

RC No.	Record Types	Disposition Instructions	Citation
611.A	<p><b>Campaign Reports – State Board of Elections</b></p> <p>Reports filed with the State Board of Elections by candidates, referendum committees, and legal expense funds; includes analyses of campaign committees’ finances</p>	PERMANENT (archival) ∞	
612.A	<p><b>Certifications – Department of the Secretary of State</b></p> <p>Certifications prepared by the State Board of Elections and filed with the Department of the Secretary of State; includes notices of candidacy, certificates of nomination or election, and certificates of results of referenda and elections</p>	PERMANENT (archival) ∞	<p><u>Authority</u> G.S. § 163-182.15</p>
613.A	<p><b>County Abstracts of Votes – Department of the Secretary of State</b></p> <p>Abstracts of votes compiled by the county boards of elections after completion of county canvases and maintained by the Department of the Secretary of State</p>	PERMANENT (archival) ∞	
614.P-1	<p><b>Elector Records (1 of 2) – Department of the Secretary of State</b></p> <p>Nominations filed with the Department of the Secretary of State</p>	PERMANENT	<p><u>Authority</u> G.S. § 163-108(a)</p>
614.P-2	<p><b>Elector Records (2 of 2) – Office of the Governor</b></p> <p>Certificates of ascertainment prepared by the Office of the Governor for the Archivist of the United States</p>	PERMANENT	<p><u>Authority</u> G.S. § 163-210</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.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
 ± 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
615.A	<p><b>Electoral Petitions – State Board of Elections</b></p> <p>Records concerning requests to the State Board of Elections to have name printed on ballot as an unaffiliated candidate, to qualify as a write-in candidate, to recognize a new political party, or to be endorsed by a national political party for the office of President of the United States</p>	PERMANENT (archival) ∞	<p><u>Authority</u></p> <p>G.S. § 163-107.1 G.S. § 163-122 G.S. § 163-123 G.S. § 163-96(a)(2) G.S. § 163-213.5</p>
616.P	<p><b>Precinct Boundary Maps (1 of 2) – State Board of Elections</b></p> <p>Alterations to approved precinct boundaries as requested by county boards of elections and reviewed by the Executive Director of the State Board of Elections</p> <p><i>NOTE: In North Carolina, the General Assembly is responsible for drawing congressional as well as state legislative and judicial district lines.</i></p>	PERMANENT (appraisal required)	<p><u>Authority</u></p> <p>G.S. § 163-128</p>
616.2	<p><b>Precinct Boundary Maps (2 of 2) – State Board of Elections</b></p> <p>Proposed alterations to precinct boundaries that are rejected by the Executive Director of the State Board of Elections</p>	<p>RETAIN UNTIL: Rejection</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	
617.A	<p><b>State Abstracts of Votes – Department of the Secretary of State</b></p> <p>Original abstracts and certifications of votes of the state prepared by the State Board of Elections and maintained by the Department of the Secretary of State</p>	PERMANENT (archival) ∞	
618.A	<p><b>Voting Rights Act Records – Administrative Office of the Courts, Department of Justice, State Board of Elections, State Board of Education, Department of the Secretary of State</b></p> <p>Submissions of NC legislative changes that are required to be filed for the General Assembly with the U.S. Department of Justice by the Administrative Office of the Courts, NC Department of Justice, State Board of Elections, State Board of Education, or the Secretary of State</p>	PERMANENT (archival) ∞	<p><u>Authority</u></p> <p>G.S. § 120 Art. 6A</p>

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## 6.2 Executive Office

*DEFINED: Activities related to the constitutional and legislative functions of the Governor’s and Lieutenant Governor’s offices.*

*SEE ALSO: This schedule addresses archival records; records that should be temporarily retained are listed under the appropriate function (e.g., HUMAN RESOURCES). Records for the State Center for Geographic Information and Analysis are under INFORMATION TECHNOLOGY. Records for the Office of State Budget and Management are under FINANCIAL MANAGEMENT. Records created by ombudsmen in other agencies are under MONITORING AND COMPLIANCE. The disaster recovery records produced by the Division of Emergency Management are under RISK MANAGEMENT.*

6.2


RC No.	Record Types	Disposition Instructions	Citation
621.A	<b>Awards – Office of the Governor</b> Records concerning awards from the Office of the Governor	PERMANENT (archival) ∞	
622.A 	<b>Clemency – Office of the Governor</b> Requests to the Office of the Governor for reductions in criminal sentences; includes applications, correspondence, briefs, recommendations, and reports	PERMANENT (archival) ∞	<u>Confidentiality</u> G.S. § 148-74 G.S. § 148-76 <i>Goble v. Bounds</i> (13 N.C. App. 579)
623.A	<b>Communications – Office of the Governor, Office of the Lieutenant Governor</b> Records concerning the memoranda, correspondence, and other related records received from and sent to the Governor and Lieutenant Governor, other officials within the offices, and state and federal agencies concerning the administration and management of the office	PERMANENT (archival) ∞	
624.A	<b>Constituent Services – Office of the Governor, Office of the Lieutenant Governor</b> Records related to the activities of the Offices of the Governor and Lieutenant Governor with regards to communications with constituents	PERMANENT (archival) ∞	

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

Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

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RC No.	Record Types	Disposition Instructions	Citation
625.A	<p><b>Executive Appointments – Office of the Governor, Office of the Lieutenant Governor</b></p> <p>Records concerning appointments by the Offices of the Governor and Lieutenant Governor to agencies, boards, commissions, and judiciary; includes letters of appointment, correspondence, biographical summaries, oaths of office, letters of recommendation and resignation, and other related records</p> <p>SEE ALSO: <a href="#">Appointments to Service</a>, <a href="#">Governing and Advisory Body Member Files</a> (below)</p>	PERMANENT (archival) ∞	
626.A	<p><b>Executive Orders, Disaster Declarations, and Proclamations – Office of the Governor</b></p> <p>Records from the Office of the Governor related to the issuance of executive orders, disaster declarations, and proclamations; also includes orders placing the National Guard in active service</p> <p>SEE ALSO: Disaster Recovery Records (RISK MANAGEMENT)</p>	PERMANENT (archival) ∞	
627.A	<p><b>Extraditions – Office of the Governor</b></p> <p> Records from the Office of the Governor concerning the legal surrender of an alleged criminal subject to extradition; includes correspondence, briefs, summaries, waivers, executive agreements, and other related records; also includes documentation of rewards offered</p>	PERMANENT (archival) ∞	<p><u>Confidentiality</u></p> <p>G.S. § 148-74 G.S. § 148-76 <i>Goble v. Bounds</i> (13 N.C. App. 579)</p>
628.A	<p><b>Intergovernmental and External Relations – Office of the Governor, Office of the Lieutenant Governor</b></p> <p>Records from the Offices of the Governor and Lieutenant Governor that document the intergovernmental and external relations and activities with state and local officials, organizations, and other state and federal entities</p>	PERMANENT (archival) ∞	

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
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RC No.	Record Types	Disposition Instructions	Citation
629.A	<p><b>Legislative Management – Office of the Governor, Office of the Lieutenant Governor</b></p> <p>Records related to proposed and enacted legislative activities of the Offices of the Governor and Lieutenant Governor</p>	PERMANENT (archival) ∞	
6210.A	<p><b>Ombudsmen – Office of the Governor</b></p> <p>Records related to the work of the ombudsman in the Office of the Governor</p> <p>SEE ALSO: Improper Conduct Investigations (MONITORING AND COMPLIANCE)</p>	PERMANENT (archival) ∞	
<p>6211.A</p> 	<p><b>Policy and Legal – Office of the Governor, Office of the Lieutenant Governor</b></p> <p>Records documenting the policies developed and enacted by the Offices of the Governor and Lieutenant Governor; also includes legal work of the offices</p>	PERMANENT (archival) ∞	<p><u>Confidentiality</u></p> <p>G.S. § 148-74 G.S. § 148-76 <i>Goble v. Bounds</i> (13 N.C. App. 579)</p>
6212.A	<p><b>Scheduling – Office of the Governor, Office of the Lieutenant Governor</b></p> <p>Schedules of the Governor, First Spouse, and Lieutenant Governor</p>	PERMANENT (archival) ∞	
6213.A	<p><b>Speeches, Press Releases, and Briefings – Office of the Governor, Office of the Lieutenant Governor</b></p> <p>Records related to the activities of the Offices of the Governor and Lieutenant Governor with regards to communications through speeches, interviews, press releases, and briefings</p>	PERMANENT (archival) ∞	

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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 No.	Record Types	Disposition Instructions	Citation
6214.A	<p><b>Strategic Planning and Initiatives – Office of the Governor and Office of the Lieutenant Governor</b></p> <p>Records related to the activities of the Offices of the Governor and Lieutenant Governor that document strategic planning and initiatives promoted by the administration</p>	PERMANENT (archival) ∞	

6.2

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**6.3 Governing and Advising**

*DEFINED: Activities related to governing bodies or advisory bodies that help shape the agency’s mission and strategies. General Statute § 143 Article 33C defines public bodies and the requirement of open meetings and also specifies the conditions permitting closed sessions.*

*SEE ALSO: The operational records of governing and advisory bodies are covered under AGENCY MANAGEMENT, and their financial records are covered under FINANCIAL MANAGEMENT. Staff meeting materials are also covered under AGENCY MANAGEMENT. Also see AGENCY MANAGEMENT (Operations) for a description of the Capstone project and identification of archival e-mail. Declaratory rulings issued by an agency or governing body are under LEGAL. Appointments by the Offices of the Governor and Lieutenant Governor are under the Executive Office section.*

RC No.	Record Types	Disposition Instructions	Citation
631.A	<p><b>Appointments to Service (1 of 3) – Department of the Secretary of State</b></p> <p>Records maintained by the Department of the Secretary of State concerning appointments or reappointments issued by the Office of the Governor, Lieutenant Governor, members of the General Assembly, or other appointing authority; includes letters and notices/ commissions of appointments and oaths of office of board and commission members; also includes resignations from the General Assembly</p> <p>SEE ALSO: <a href="#">Oaths of Office</a> (below), <a href="#">Executive Appointments</a> (above)</p>	PERMANENT (archival) ∞	<p><u>Authority</u></p> <p>G.S. § 143 Art. 2B</p>
631.1	<p><b>Appointments to Service (2 of 3)</b></p> <p>Records concerning appointments or reappointments issued by the agency</p> <p>SEE ALSO: <a href="#">Oaths of Office</a> (below), <a href="#">Executive Appointments</a> (above)</p>	<p>RETAIN UNTIL: Service ends</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
631.R	<p><b>Appointments to Service (3 of 3)</b></p> <p>Records related to selections of members; includes recommendations or nominations and other related records</p> <p>SEE ALSO: <a href="#">Oaths of Office</a> (below), <a href="#">Executive Appointments</a> (above)</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.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
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RC No.	Record Types	Disposition Instructions	Citation
632.P	<b>Charters and Bylaws</b> Documents defining the formal organization and standing rules of governing bodies	PERMANENT	
633.P	<b>Governing and Advisory Body Correspondence (1 of 2)</b> Internal and external communications of board members related to decision-making, policy development, and other high-level planning SEE ALSO: Correspondence (AGENCY MANAGEMENT)	PERMANENT (appraisal required) ∞	
633.3	<b>Governing and Advisory Body Correspondence (2 of 2)</b> Transitory correspondence of board members SEE ALSO: Correspondence (AGENCY MANAGEMENT)	RETAIN UNTIL: Received/Sent PLUS: 3 years THEN: Destroy*	
634.1-1	<b>Governing and Advisory Body Member Files (1 of 4)</b> Records concerning members of elected and appointed bodies other than those appointed by the Governor or Lieutenant Governor; includes oaths of office, codes of conduct, ethics statements, agreements, notices of resignation, and other related records SEE ALSO: <a href="#">Executive Appointments</a> (above)	RETAIN UNTIL: Service ends PLUS: 1 year THEN: Destroy	
634.1-2	<b>Governing and Advisory Body Member Files (2 of 4)</b> Waivers from board members choosing not to receive stipend/per diem payments	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy	

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

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RC No.	Record Types	Disposition Instructions	Citation
634.P	<b>Governing and Advisory Body Member Files (3 of 4)</b> Historical biographical information on members; includes resumes/CVs and photographs	PERMANENT (appraisal required) ∞	
634.S	<b>Governing and Advisory Body Member Files (4 of 4)</b> Routine biographical information on members; includes resumes/CVs and photographs	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	
635.P	<b>Governing and Advisory Body Minutes (1 of 3)</b> Approved minutes for governing or advisory bodies; includes minutes, attachments, and addenda	PERMANENT (appraisal required) ∞	<u>Authority</u> G.S. § 143-318.10(e)
635.<-1	<b>Governing and Advisory Body Minutes (2 of 3)</b> Agendas and other records related to planning meetings	RETAIN UNTIL: Approval of minutes THEN: Destroy	
635.<-2	<b>Governing and Advisory Body Minutes (3 of 3)</b> Audio or video recordings of meetings <i>NOTE: If these serve as the official minutes, as allowed by G.S. § 143-318.10(e), their retention should be permanent. The disposition instructions at the right apply to recordings produced solely for the purpose of generating official written minutes.</i>	RETAIN UNTIL: Approval of minutes THEN: Destroy	
636.A	<b>Oaths of Office – Department of the Secretary of State</b> Official copies of oaths taken by various state personnel as required by law and maintained by the Department of the Secretary of State; also includes oaths of office by members of the General Assembly  SEE ALSO: <a href="#">Appointments to Service</a> (above)	PERMANENT (archival) ∞	

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RC No.	Record Types	Disposition Instructions	Citation
637.10	<p><b>Statements of Economic Interest (SEI) – State Ethics Commission</b></p> <p>Records concerning personal and financial interest disclosures filed with the State Ethics Commission by individuals covered under the State Government Ethics Act</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 10 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>G.S. § 138A-22</p>

6.3

\* 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.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
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## 6.4 Lawmaking and Rulemaking

*DEFINED: Activities related to the creation of statutes and administrative rules. Also includes agency advocacy efforts at the local, state, or national level.*

*SEE ALSO: Additional reports are covered under AGENCY MANAGEMENT. Declaratory rulings about enacted rules are under LEGAL. General petitions by the public are under PUBLIC RELATIONS, as are rules published by agencies outside of the Administrative Code.*

*NOTE: Pursuant to G.S. § 120 Article 17, legislative communications are confidential.*

6.4

RC No.	Record Types	Disposition Instructions	Citation
641.A	<b>Administrative Code – Office of Administrative Hearings</b> State of North Carolina’s rules submitted by state agencies to the Office of Administrative Hearings; includes official signed submission forms and original copies of rule text as adopted; also includes Rules Review Commission notebooks	PERMANENT (archival) ∞	<u>Retention</u> G.S. § 150B-21.18
642.A	<b>General Assembly Messages – General Assembly</b> Messages exchanged by the NC House of Representatives and the NC Senate	PERMANENT (archival) ∞	
643.P	<b>Government Affairs Records (1 of 2)</b> Records with historical significance produced in the course of liaising with other government officials regarding agency priorities	PERMANENT (appraisal required) ∞	
643.R	<b>Government Affairs Records (2 of 2)</b> Routine government affairs records; includes legislative liaisons	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.

Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

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RC No.	Record Types	Disposition Instructions	Citation
644.A	<p><b>House and Senate Proceedings – General Assembly</b></p> <p>a) Daily records of official proceedings of the NC House of Representatives and the NC Senate; also includes lists of members attending, business transacted at sessions, calendars, and other supporting documents</p> <p>b) Electronic recordings of daily sessions in the General Assembly</p>	PERMANENT (archival) ∞	<p><u>Authority</u></p> <p>G.S. § 120-27 G.S. § 120-29</p>
645.A	<p><b>Legislation – General Assembly, Department of the Secretary of State</b></p> <p>Includes official copies of session law, ratified acts, and resolutions enacted by the General Assembly and maintained by the Department of the Secretary of State; also includes failed to pass bills that were not enrolled by the General Assembly</p>	PERMANENT (archival) ∞	
646.A	<p><b>Legislative Committee Records (1 of 2) – General Assembly</b></p> <p>Records documenting legislative committees, study committees, standing, and non-standing committees in the General Assembly; includes reports, minutes, presentations, testimony, votes, correspondence, memoranda, and other related records</p> <p>SEE ALSO: Reporting (AGENCY MANAGEMENT)</p>	PERMANENT (archival) ∞	
646.<	<p><b>Legislative Committee Records (2 of 2) – General Assembly</b></p> <p>Audio or video recordings of meetings</p> <p>SEE ALSO: Reporting (AGENCY MANAGEMENT)</p>	<p>RETAIN UNTIL: Approval of minutes</p> <p>THEN: Destroy</p>	
647.A	<p><b>Petitions – General Assembly</b></p> <p>Original petitions delivered to the General Assembly</p> <p>SEE ALSO: Constituent Comments, Complaints, and Petitions (PUBLIC RELATIONS)</p>	PERMANENT (archival) ∞	

6.4

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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 No.	Record Types	Disposition Instructions	Citation
648.A	<p><b>Roll Calls and Electronic Votes – General Assembly</b></p> <p>Records identifying members present and absent from General Assembly sessions and results of electronic voting</p>	PERMANENT (archival) ∞	
649.P	<p><b>Rule Making Proceedings</b></p> <p>Records concerning rule making proceedings within the agency; includes written comments and petitions received, transcripts or recordings of public hearings, certifications, fiscal notes, and written explanations for adopting the rule</p> <p><i>Note: Fiscal notes and certifications produced by the Office of State Budget and Management are required to be retained by the requesting agency.</i></p> <p>SEE ALSO: Official Publications (PUBLIC RELATIONS)</p>	PERMANENT	<p><u>Authority</u></p> <p>G.S. § 150B-19.1</p> <p><u>Retention</u></p> <p>G.S. § 150B-21.2(i)</p>

6.4

\* 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.

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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.

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.

**611.A Campaign Reports:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Elections, North Carolina State Board of	All Record Reports File	35816
Elections, North Carolina State Board of	Campaign Reports – North Carolina Candidates File	35814
Elections, North Carolina State Board of	Campaign Reports – North Carolina Database File	36744
Elections, North Carolina State Board of	Campaign Reports – North Carolina Financial Analysis File	21071
Elections, North Carolina State Board of	Campaign Reports – North Carolina General Political Committees (Since 1989) File	36745
Elections, North Carolina State Board of	Campaign Reports – North Carolina Political Party Committees (Since 1989) File	36746

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

Agency	Series Title	Item Number
Secretary of State, Department of the	State Board of Elections Certification of Votes File	16211

**613.A County Abstracts of Votes:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Secretary of State, Department of the	County Abstracts of Votes File	2904

**615.A Electoral Petitions:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Elections, North Carolina State Board of	Notice of Candidacy Filing File	3271
Elections, North Carolina State Board of	Petitions for New Parties File	3276
Elections, North Carolina State Board of	Petitions for Unaffiliated Candidate File	3273



**617.A State Abstracts of Votes:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Secretary of State, Department of the	State Board of Elections Abstracts of Votes File	49096

**618.A Voting Rights Act 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
Elections, North Carolina State Board of	Voting Rights Act Preclearance Letters and Documents File	30620

**621.A Awards:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Certificate Requests File	50190

**622.A Clemency:** Transfer to the State Records Center when reference value ends. Records will be held for agency 75 additional years and then transferred to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Commutations File	33997
Governor, Office of the	Governor’s Clemency Office Miscellaneous Inmate Correspondence File	33999
Governor, Office of the	Governor’s Clemency Office Miscellaneous Inmate Correspondence (Death Row Cases) File	47828
Governor, Office of the	Juvenile Sentence Review Board File	50905
Governor, Office of the	Pardons File	34000

**623.A Communications:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Boards and Commissions Director’s Correspondence File	48944
Governor, Office of the	Chief of Staff Correspondence File	48701
Governor, Office of the	Correspondence File	48947
Governor, Office of the	Deputy Chief of Staff’s Correspondence File	46025
Governor, Office of the	First Spouse Executive Assistant’s Correspondence File	48694
Governor, Office of the	Gifts File	33946
Governor, Office of the	Inaugural Ball File	34950
Governor, Office of the	Press Office Director’s Correspondence File	48696
Lieutenant Governor, Office of the	Correspondence File	2470

**624.A Constituent Services:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Office of the Governor Constituent Services Issues Correspondence File	46104

**625.A Executive Appointments:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Boards and Commissions Permanent File	3918
Governor, Office of the	Judicial Appointments File	47827
Governor, Office of the	Legislative Appointments File	50820
Lieutenant Governor, Office of the	Appointments File	2467

**626.A Executive Orders, Disaster Declarations, and Proclamations:** Transfer to the State Records Center at the end of the Governor’s administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Executive Orders and Disaster Proclamations	33945

**627.A Extraditions:** Transfer annually to the State Records Center for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Extraditions File	33998
Governor, Office of the	Fugitive Warrants File	48377
Governor, Office of the	Governor’s Executive Agreements File	48378
Governor, Office of the	Rewards File	48379
Governor, Office of the	Waivers of Extradition File	48376

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**628.A Intergovernmental and External Relations:** Destroy records relating to non-policy and short-term issues when reference value ends. Transfer remaining records to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Council of Governments (COGs)/Regionalism File	45953
Governor, Office of the	County Commissioners Association File	45952
Governor, Office of the	Governor to Governor Communications File	48937
Governor, Office of the	Governor’s Substance Abuse and Underage Drinking Prevention and Treatment Task Force Minutes File	50387
Governor, Office of the	Intergovernmental and External Relations Director’s Correspondence File	44238
Governor, Office of the	Intergovernmental and External Relations Washington D.C. Office Director’s Correspondence File	48934
Governor, Office of the	League of Municipalities File	45954
Governor, Office of the	National Governors Association (NGA) File	21904 48935
Governor, Office of the	NC Congressional Delegation File	48938
Governor, Office of the	North Carolina-International Meetings File	48381
Governor, Office of the	Office Administration File	123
Governor, Office of the	Presidential Communications File	48929 48936
Governor, Office of the	Southern Governors’ Association (SGA) File	21907
Governor, Office of the	Southern Growth Policies Board (SGPB) General File	44245
Governor, Office of the	Southern Growth Policies Board (SGPB) Meetings File	21910
Governor, Office of the	Southern States Energy Board (SSEB) File	21911



Agency	Series Title	Item Number
Governor, Office of the	Washington D.C. Office File	47910
Governor, Office of the	Western Residence Board of Directors Minutes File	50440
Lieutenant Governor, Office of the	Boards and Commissions File	2466
Lieutenant Governor, Office of the	Senate Committee File	2469

**629.A Legislative Management:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Council of State Governments File	21903
Governor, Office of the	Legislative Affairs Director’s Correspondence File	48928
Governor, Office of the	Legislative Bill Summaries File	47163
Lieutenant Governor, Office of the	Legislative Session File	14561

**6210.A Ombudsmen:** Transfer to the State Records Center at the end of the Governor’s administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Ombudsmen File	50191

**6211.A Policy and Legal:** Transfer to the State Records Center at the end of the Governor’s administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Death Row Cases File	47826
Governor, Office of the	Ethics Officer File	48927
Governor, Office of the	Fiscal Affairs Policy and Issues File	47935
Governor, Office of the	Legal Counsel Director’s Correspondence File	48926
Governor, Office of the	Policy and Issues File	47209
Governor, Office of the	Policy Director’s Correspondence File	48691
Governor, Office of the	Senior Advisor to the Governor Correspondence File	48943
Governor, Office of the	Special Topics/Projects File	34001

**6212.A Scheduling:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Governor’s Daily and Monthly Schedule File	33947
Governor, Office of the	Invitations (Accepted) File	34135
Governor, Office of the	Invitations (Declined) File	34136
Governor, Office of the	Invitations (Accepted and Declined) File	50912
Governor, Office of the	Invitations Pending (County Folder) File	50157
Governor, Office of the	Mansion Events File	48695
Governor, Office of the	Scheduling Spreadsheet File	34138
Lieutenant Governor, Office of the	Invitations (Accepts and Declines) File	14556
Lieutenant Governor, Office of the	Schedule File	14555

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**6213.A Speeches, Press Releases, and Briefings:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Briefing Memorandums File	34544
Governor, Office of the	Communications Working Papers File	48697
Governor, Office of the	Governor Photographs File	34035
Governor, Office of the	Governor Speeches and Interviews File	33960
Governor, Office of the	New Media File	48698
Governor, Office of the	Newspaper Clippings File	33957
Governor, Office of the	Press Releases File	33958
Governor, Office of the	Video File	45945
Lieutenant Governor, Office of the	Photograph File	14562
Lieutenant Governor, Office of the	Speeches File	2474



**6214.A Strategic Planning and Initiatives:** Transfer to the State Records Center at the end of the administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Governor, Office of the	Correction Performance Planning Group Minutes File	37871
Governor, Office of the	Council of State Minutes File	3590
Governor, Office of the	Cultural Resources Performance Planning Group Minutes File	37872
Governor, Office of the	Economic Development and Commerce Performance Planning Group Minutes File	37873
Governor, Office of the	Education Cabinet File	45669
Governor, Office of the	Education Office Director’s Correspondence File	48941
Governor, Office of the	Education Performance Planning Group Minutes File	37874
Governor, Office of the	First Spouse’s Events File	46010
Governor, Office of the	First Spouse’s Initiatives File	34951
Governor, Office of the	Funded Programs File	47415
Governor, Office of the	General Government Performance Planning Group File	37876
Governor, Office of the	Governor’s Education Program File	35000
Governor, Office of the	Governor’s Teacher Advisory Committee	45672
Governor, Office of the	Health and Safety Performance Planning Group Minutes File	37877
Governor, Office of the	Justice Performance Planning Group Minutes File	37878
Governor, Office of the	N.C. Commission on Volunteerism and Community Service Executive Director’s Correspondence File	47411
Governor, Office of the	N.C. Commission on Volunteerism and Community Service Grant Award/Extension Correspondence File	47412
Governor, Office of the	Governor’s Advisory Council on Hispanic/Latino Affairs Chronological File	46134
Governor, Office of the	Governor’s Advisory Council on Hispanic/Latino Affairs Director’s Correspondence File	48692
Governor, Office of the	Governor’s Advisory Council on Hispanic/Latino Affairs Subject File	46135
Governor, Office of the	Office of State Planning Appalachian Regional Commission (ARC) Grants File	37870
Governor, Office of the	Policies, Procedures, and Guidelines File	37879
Governor, Office of the	Volunteerism and Community Service Reports File	47416
Governor, Office of the	Social and Economic Well-Being Performance Planning Group Minutes File	37881
Governor, Office of the	Transportation Performance Planning Group Minutes File	37882
Governor, Office of the	Volunteerism File	48942

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Agency	Series Title	Item Number
Lieutenant Governor, Office of the	Issues Research File	45449

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**631.A Appointments to Service:** 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	Senate Appointments and Confirmation File	1510
General Assembly	House of Representatives Resignations and Appointments File	34938
Secretary of State, Department of the	Appointments File	16289

**633.P Governing and Advisory Body 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
Administrative Hearings, Office of	Human Relations Commission and Governor’s Correspondence File	11050
Adult Correction, Department of	Post-Release Supervision and Parole Commission Chairman’s Correspondence File	10366
Adult Correction, Department of	Inmate Grievance Resolution Board Director’s Correspondence File	660
Education, North Carolina State Board of	Chairman’s Correspondence File	47529
Elections, North Carolina State Board of	County Boards of Elections Correspondence File	3267
Public Safety, Department of	Governor's Crime Commission Executive Director’s Correspondence File	48426

**634.P Governing and Advisory Body Member Files:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Lottery Commission, North Carolina State	Lottery Commission File	47592
Natural and Cultural Resources, Department of	North Carolina Museum of Art Board of Trustees File	18853
State Bar, North Carolina	Council Members File	3232

**635.P Governing and Advisory Body Minutes:**

**Group 1:** Transfer official copy of approved minutes and attachments 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	Minutes File	49241
Addictions Specialist Professional Practice Board, North Carolina	Minutes File	49668
Administration, Department of	Domestic Violence Commission Minutes File	49914
Administration, Department of	Martin Luther King, Jr. Commission Minutes File	49560
Administration, Department of	North Carolina Council for Women and Youth Involvement Minutes File	4029
Administration, Department of	North Carolina Internship Council Minutes File	49953
Administration, Department of	State Building Commission Minutes File	32
Administration, Department of	State Youth Advisory Council Minutes File	11536
Administrative Hearings, Office of	Human Relations Commission Minutes File	11040
Adult Correction, Department of	Post-Release Supervision and Parole Commission Minutes File	50309
Agriculture and Consumer Services, Department of	Gasoline and Oil Inspection Board Minutes File	50305
Agriculture and Consumer Services, Department of	North Carolina Agricultural Finance Authority Minutes File	50830
Agriculture and Consumer Services, Department of	N.C. Plant Conservation Board Minutes File	35564
Agriculture and Consumer Services, Department of	Soil and Water Conservation Commission Minutes File	2735
Agriculture and Consumer Services, Department of	Soil and Water Conservation District Records File	2739
Agriculture and Consumer Services, Department of	Tobacco Trust Fund Commission Minutes File	49239
Barber and Electrolysis Examiners, North Carolina Board of	Minutes File	50910
Cemetery Commission, North Carolina	Minutes File	3987
Certified Public Accountant Examiners, State Board of	Minutes File	21058
Chiropractic Examiners, State Board of	Minutes File	28882
Commerce, Department of	Economic Investment Committee (EIC) Minutes File	48382
Commerce, Department of	Morehead City Navigation and Pilotage Commission (MCNPC) Minutes File	12412
Commerce, Department of	N.C. Board of Science, Technology, and Innovation Minutes File	19685
Commerce, Department of	N.C. Seafood Industrial Park Authority Minutes File	14982



Agency	Series Title	Item Number
Commerce, Department of	NCWorks Commission Minutes File	48068
Commerce, Department of	Rural Electrification Authority (REA) Minutes File	4030
Commerce, Department of	Rural Infrastructure Authority File	50587
Commerce, Department of	Tax Reform Allocation Committee (TRAC) Minutes File	48383
Community College System, North Carolina	Apprenticeship Council Minutes File	2449
Community College System, North Carolina	State Board of Community Colleges Minutes File	3524
Counselors, North Carolina Board of Licensed Clinical Mental Health	Minutes File	48357
Dental Examiners, North Carolina State Board of	Minutes File	21940
Economic Development Partnership of North Carolina	Economic Development Partnership Board File	14771
Elections, North Carolina State Board of	Minutes File	3280
Electrical Contractors, State Board of Examiners of	Minutes File	20049
Engineers and Surveyors, State Board of Examiners for	Minutes File	3899
Environmental Health Specialist Examiners, North Carolina State Board of	Minutes File	3349
Environmental Quality, Department of	Coastal Resources Commission (CRC) Minutes File	4112
Environmental Quality, Department of	Division of Air Quality Scientific Advisory Board File	34028
Environmental Quality, Department of	Energy Policy Council Minutes File	478
Environmental Quality, Department of	Environmental Management Commission Minutes File	2979
Environmental Quality, Department of	Marine Fisheries Commission Minutes File	17512
Environmental Quality, Department of	Oil and Gas Commission Minutes File	50306
Environmental Quality, Department of	Sedimentation Control Commission Minutes File	4102
Environmental Quality, Department of	State Water Infrastructure Authority Minutes	50860
Equal Access to Justice Commission	Minutes File	49781
Ethics Commission, North Carolina State	General Account of Closed Sessions File	3888
Ethics Commission, North Carolina State	Public Meetings (Open Sessions) Minutes File	3887
Foresters, North Carolina State Board of Registration for	Minutes File	4012
Funeral Service, North Carolina Board of	Minutes File	21849

Functional Schedule for North Carolina State Agencies (2025)



Agency	Series Title	Item Number
Geologists, North Carolina Board for Licensing of	Minutes File	26944
Golden Leaf Foundation	Board of Directors Minutes File	47697
Health and Human Services, Department of	Commission for the Blind Minutes File	6473
Health and Human Services, Department of	Commission of Anatomy Minutes File	48903
Health and Human Services, Department of	Medical Care Commission Minutes File	1709
Health and Human Services, Department of	North Carolina Board of Employee Assistance Professionals Minutes File	50307
Health and Human Services, Department of	Social Services Commission Minutes File	2133
Health and Human Services, Department of	State Health Coordinating Council Minutes File	7720
Health and Human Services, Department of	Vocational Rehabilitation Council Minutes File	46032
Health and Human Services, Department of	Well Contractor Certification Commission File	49089
Hearing Aid Dealers and Fitters Board, North Carolina State	Board Minutes File	4136
Housing Finance Agency, North Carolina	Board of Directors Minutes File	3894
Human Resources, Office of State	State Human Resources Commission Minutes File	166
Indian Housing Authority, North Carolina	Minutes File	50308
Indigent Defense Services, North Carolina Office of	Commission on Indigent Defense Services Minutes File	50828
Information Technology, Department of	Criminal Justice Information Network Governing Board Minutes File	50013
Information Technology, Department of	North Carolina Geographic Information Coordinating Council Minutes File	36011
Information Technology, Department of	North Carolina 911 Board Minutes File	50756
Insurance, Department of	Code Official Qualifications Board Minutes File	10167
Insurance, Department of	Fire and Rescue Commission Minutes File	24011
Insurance, Department of	Home Inspector Licensure Board Minutes File	45724
Insurance, Department of	North Carolina Building Code Council Minutes File	3523
Insurance, Department of	North Carolina Manufactured Housing Board Minutes File	24019
Insurance, Department of	Public Officers and Employees Liability Insurance Commission Minutes File	23999
Interpreter and Transliterator Licensing Board, North Carolina	Minutes File	50812
Irrigation Contractors' Licensing Board, North Carolina	Minutes File	50744
Judicial Standards Commission, North Carolina	Minutes File	50540
Labor, Department of	Boiler Safety Bureau Minutes File	2452

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Agency	Series Title	Item Number
Landscape Architects, North Carolina Board of	Minutes File	3319
Landscape Contractors’ Licensing Board, North Carolina	Minutes File	50302
Locksmith Licensing Board, North Carolina	Minutes File	49253
Lottery Commission, North Carolina State	Minutes File	47593
Marriage and Family Therapy Licensure Board, North Carolina	Minutes File	4005
Medical Board, North Carolina	Minutes File	20103
Military and Veterans Affairs, Department of	State Veterans Affairs Commission Minutes File	3982
Natural and Cultural Resources, Department of	Ad Hoc Commissions and Boards File	13043
Natural and Cultural Resources, Department of	African-American Heritage Commission Minutes File	49912
Natural and Cultural Resources, Department of	Clean Water Management Trust Fund Board of Trustees Minutes File	49895
Natural and Cultural Resources, Department of	North Carolina Arts Council Minutes File	3588
Natural and Cultural Resources, Department of	North Carolina Historical Commission File	13031
Natural and Cultural Resources, Department of	North Carolina Parks and Recreation Authority Minutes File	35168
Natural and Cultural Resources, Department of	North Carolina Symphony Society Minutes File	18695
Natural and Cultural Resources, Department of	Roanoke Island Commission Minutes File	49894
Natural and Cultural Resources, Department of	State Historical Records Advisory Board (SHRAB) Minutes File	47241
Natural and Cultural Resources, Department of	U.S.S. North Carolina Battleship Commission Minutes File	35706
Nursing, North Carolina Board of	Midwifery Joint Committee Minutes File	43799
Nursing, North Carolina Board of	Minutes of the Board of Nursing File	21005
Nursing Home Administrators, North Carolina Board of Examiners for	Minutes File	4117
Occupational Safety and Health Review Commission	Minutes File	6001
On-Site Wastewater Contractors and Inspectors Certification Board, North Carolina	Minutes File	49467
Opticians, North Carolina State Board of	Minutes File	3995
Optometry, North Carolina State Board of Examiners in	Minutes File	3340

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Functional Schedule for North Carolina State Agencies (2025)



Agency	Series Title	Item Number
Pastoral Counselors, North Carolina State Board of Examiners of Fee-Based Practicing	Minutes File	49547
Physical Therapy Examiners, North Carolina Board of	Minutes File	21988
Plumbing, Heating, and Fire Sprinkler Contractors, State Board of Examiners of	Minutes File	37942
Podiatry Examiners, North Carolina Board of	Minutes File	49810
Psychology Board, North Carolina	Minutes File	3622
Public Instruction, Department of	Governor Morehead School Board Minutes File	2204
Public Instruction, Department of	North Carolina Center for the Advancement of Teaching (NCCAT) Board of Trustees Minutes File	49995
Public Instruction, Department of	State Board of Education Minutes File	1073
Public Librarian Certification Commission	Minutes Files	899
Public Safety, Department of	Governor’s Crime Commission Minutes File	719
Public Safety, Department of	IT Division Advisory Policy Board Minutes File	22755
Public Safety, Department of	North Carolina Alcoholic Beverage Control Commission Minutes File	315
Public Safety, Department of	State Emergency Response Commission (SERC) Minutes File	47962
Real Estate Commission, North Carolina	Minutes File	3345
Recreational Therapy Licensure, North Carolina Board of	Minutes File	49799
Refrigeration Contractors, State Board of	Minutes File	20885
Respiratory Care Board, North Carolina	Minutes File	50452
Revenue, Department of	Property Tax Commission Minutes File	4135
Secretary of State, Department of the	North Carolina Constitutional Amendments Publication Commission Minutes File	50875
Secretary of State, Department of the	Property Mappers Association Minutes File	36757
Sentencing and Policy Advisory Commission, North Carolina	Minutes File	39235
Social Work Certification and Licensure Board, North Carolina	Minutes File	31170
Soil Scientists, North Carolina Board for Licensing of	Minutes File	49809

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Agency	Series Title	Item Number
State Bar, North Carolina	Council of the State Bar Minutes File	3229
State Treasurer, Office of the	ABLE Program Board of Trustees Minutes File	50908
State Treasurer, Office of the	Firefighters' and Rescue Squad Workers' Pension Fund Advisory Panel Minutes File	50907
Transportation, Department of	Board of Transportation Minutes File	4003
Transportation, Department of	Global Transpark Authority Minutes File	50310
Transportation, Department of	Turnpike Authority Board Minutes File	49092
Treasurer, Department of	Investment Advisory Committee Minutes File	16223
Treasurer, Department of	Local Government Commission Minutes File	16361
Treasurer, Department of	N.C. Capital Facilities Finance Agency Minutes File	31949
Treasurer, Department of	N.C. Solid Waste Management Capital Projects Financing Agency Minutes File	31950
Treasurer, Department of	Retirement Systems Board of Trustees Minutes File	16274
Treasurer, Department of	State Health Plan Board of Trustees Minutes File	20797
Treasurer, Department of	Supplemental Retirement Board of Trustees Minutes File	48647
Veterinary Medical Board, North Carolina	Minutes File	49675
Water Treatment Facility Operators Certification Board, North Carolina	Minutes File	19733
Wildlife Resources Commission	Minutes File	20562

**Group 2P:** At the end of each fiscal year, transfer a copy of all approved minutes and attachments to the State Records Center. Records will be permanently held for agency in security storage. The original copies of approved minutes and attachments shall be retained in office permanently.

Agency	Series Title	Item Number
Administration, Department of	Academic Standards Review Commission Minutes File	49962
Administration, Department of	Governor's Council on Historically Underutilized Businesses	50097
Administration, Department of	License to Give Trust Fund Commission Minutes File	49989
Administration, Department of	North Carolina Capital Planning Commission Minutes File	11305
Administration, Department of	Oregon Inlet Land Acquisition Task Force Minutes File	49990
Administrative Office of the Courts	State Judicial Council Minutes File	3884
Agriculture and Consumer Services, Department of	Agricultural Hall of Fame Minutes File	50311
Agriculture and Consumer Services, Department of	Food Processing Innovation Center Committee Minutes File	50822
Agriculture and Consumer Services, Department of	Forestry Council Minutes File	50312



Agency	Series Title	Item Number
Agriculture and Consumer Services, Department of	Industrial Hemp Commission Minutes File	50823
Agriculture and Consumer Services, Department of	North Carolina Agricultural Task Force Minutes File	17303
Agriculture and Consumer Services, Department of	North Carolina Sustainable Local Food Advisory Board Minutes File	50829
Appraisal Board, North Carolina	Minutes File	37823
Commerce, Department of	Credit Union Commission Minutes File	4061
Community College System, North Carolina	Community College Libraries in NC Steering Committee Minutes File	50874
Community College System, North Carolina	State Board of Proprietary Schools Minutes File	50304
Dietetics/Nutrition, North Carolina Board of	Minutes File	50236
Environmental Quality, Department of	Western NC Public Lands Council Minutes File	50313
General Contractors, North Carolina Licensing Board for	Minutes File	21837
Health and Human Services, Department of	Advisory Committee on Cancer Coordination and Control (ACCCC) Minutes File	50347
Health and Human Services, Department of	Child Care Commission Minutes File	7754
Health and Human Services, Department of	Commission for Mental Health, Developmental Disabilities, and Substance Abuse Services Minutes File	1887
Health and Human Services, Department of	Council for the Deaf and the Hard of Hearing Minutes File	49009
Health and Human Services, Department of	Council on Development Disabilities Minutes File	1586
Health and Human Services, Department of	Council on Sickle Cell Syndrome Minutes File	33635
Health and Human Services, Department of	Diabetes Advisory Council Minutes File	49093
Health and Human Services, Department of	Emergency Medical Services Advisory Council Minutes File	3511
Health and Human Services, Department of	Governor’s Advisory Council on Aging Minutes File	1627
Health and Human Services, Department of	Minority Health Advisory Council Minutes File	49095
Health and Human Services, Department of	North Carolina Radiation Protection Commission (NCRPC) Minutes File	1746
Health and Human Services, Department of	Justus-Warren Heart Disease and Stroke Prevention Task Force Minutes File	49094
Health and Human Services, Department of	Traumatic Brain Injury Advisory Council Minutes File	49011
Housing Finance Agency, North Carolina	North Carolina Housing Partnership Board Minutes File	19645
Industrial Commission, North Carolina	Minutes File	13421
Justice, Department of	North Carolina Criminal Justice Education and Training Standards Commission Minutes File	3504
Justice, Department of	North Carolina Sheriffs’ Education and Training Standards Commission (NCSETSC) Minutes File	17077



Agency	Series Title	Item Number
Labor, Department of	Occupational Safety and Health Advisory Council Minutes File	35327
Military and Veterans Affairs, Department of	North Carolina Military Affairs Commission Minutes File	50827
Natural and Cultural Resources, Department of	Executive Mansion Fine Arts Committee Minutes File	47710
Natural and Cultural Resources, Department of	North Carolina Awards Committee Minutes File	49884
Natural and Cultural Resources, Department of	North Carolina Museum of Art Board of Trustees Minutes File	3451
Natural and Cultural Resources, Department of	North Carolina Natural Science Museum Advisory Board Minutes File	37404
Natural and Cultural Resources, Department of	North Carolina Zoological Park Council Minutes File	23673
Natural and Cultural Resources, Department of	State Library Commission Minutes File	904
Natural and Cultural Resources, Department of	Tryon Palace Commission Minutes File	835
Pharmacy, North Carolina Board of	Minutes File	4031
Public Instruction, Department of	Council on Educational Services for Exceptional Children (CESEC) Committee Minutes File	31960
Public Instruction, Department of	North Carolina Charter Schools Advisory Board Minutes File	50014
Public Instruction, Department of	North Carolina Council for the Interstate Compact on Educational Opportunity for Military Children Minutes File	49561
Public Instruction, Department of	North Carolina Professional Educator Preparation and Standards Commission Minutes File	47009
Public Instruction, Department of	North Carolina Textbook Commission Minutes File	46107
Public Instruction, Department of	State Advisory Council on Indian Education Minutes File	49562
Public Instruction, Department of	Task Force for Safer Schools Minutes File	50348
Secretary of State, Department of the	Electoral College Meeting Minutes File	50839
Secretary of State, Department of the	Electronic Recording Council Minutes File	50838
Secretary of State, Department of the	Land Records Advisory Committee Minutes File	10917
Secretary of State, Department of the	Secretary of State’s Advisory Council on Legislative Lobbying Policy and Regulation	50840
Speech Language Pathologists and Audiologists, North Carolina Board of Examiners for	Minutes File	49548



**Group 2M:** At the end of each fiscal year, transfer a copy of all approved minutes and attachments to the State Records Center to be microfilmed. The agency will be responsible for the cost of microfilming, and the paper records will be destroyed after microfilming. The microfilm will be permanently held for agency in security storage. The original copies of approved minutes and attachments shall be retained in office permanently. [NOTE: If the agency prefers to transfer the original copies of minutes temporarily to be microfilmed and then returned to the agency, please contact your records analyst to make these arrangements.]

Agency	Series Title	Item Number
Adult Correction, Department of	Inmate Grievance Resolution Board Minutes File	10297
Agriculture and Consumer Services, Department of	Agricultural Development and Farmland Preservation Trust Fund Advisory Committee Minutes File	50356
Agriculture and Consumer Services, Department of	N.C. Board of Agriculture Minutes File	23997
Agriculture and Consumer Services, Department of	North Carolina Pesticide Board and Advisory Committee Minutes File	9076
Agriculture and Consumer Services, Department of	Structural Pest Control Committee Minutes File	9152
Public Safety, Department of	Alarm Systems Licensing Board Minutes File	39699
Public Safety, Department of	Governor’s Crime Commission: Juvenile Justice Planning Committee Minutes File	49563
Public Safety, Department of	Private Protective Services Board Minutes File	39715

**Group 3:** Retain in office permanently approved minutes and attachments. (NOTE: Records from merged entities should go to the successor agency; records from dissolved entities should be transferred to the State Archives of North Carolina.)

Agency	Series Title
Administration, Department of	Commission on Inclusion Minutes File
Administration, Department of	North Carolina Advisory Council on the Eastern Band of the Cherokee Minutes File
Administration, Department of	North Carolina State Commission of Indian Affairs Minutes File
Adult Correction, Department of	Correctional Facility Community Resource Councils Minutes File
Agriculture and Consumer Services, Department of	Animal Disease Diagnostic Laboratory Advisory Committee Minutes File
Architecture and Registered Interior Designers, North Carolina Board of	Minutes File
Athletic Trainer Examiners, North Carolina Board of	Minutes File
Auctioneer Commission, North Carolina	Minutes File
Banks, North Carolina Office of the Commissioner of	Banking Commission Meeting Records File Minutes of the Advisory Commission and Orders of the Commissioner of Banks File
Boxing and Combat Sports Commission, North Carolina	Minutes File



Agency	Series Title
Cape Fear Navigation and Pilotage Commission	Minutes File
Chief Justice's Commission on Professionalism	Minutes File
Commerce, Department of	Underground Damage Prevention Review Board Minutes File
Cosmetic Art Examiners, Board of	Minutes File
Dispute Resolution Commission, North Carolina	Minutes File
District Attorneys, North Carolina Conference of	Executive Committee Minutes File
Environmental Quality, Department of	Coastal Resources Advisory Council Minutes File
Health and Human Services, Department of	Commission for Public Health Minutes File
Health and Human Services, Department of	Interagency Committee on Low-Level Radioactive Waste Minutes File
Health and Human Services, Department of	Interagency Coordinating Council for Children from Birth to Five with Disabilities and Their Families Minutes File
Health and Human Services, Department of	North Carolina Refugee Assistance Program Minutes File
Health and Human Services, Department of	Opioid and Prescription Drug Abuse Advisory Council Minutes File
Justice, Department of	Forensic Science Advisory Board Minutes File
Law Examiners of the State of North Carolina, Board of	Minutes File
Local Health Department Accreditation Program, North Carolina	Minutes File
Massage and Bodywork Therapy, North Carolina Board of	Minutes File
Natural and Cultural Resources, Department of	Library Depository System Advisory Board Minutes File
Natural and Cultural Resources, Department of	Local North Carolina Aquarium Advisory Committees Minutes File
Natural and Cultural Resources, Department of	N.C. Highway Historical Marker Advisory Committee File
Natural and Cultural Resources, Department of	North Carolina Trails Committee Minutes File
Natural and Cultural Resources, Department of	Zoological Park Building Committee Minutes File
Occupational Therapy, North Carolina Board of	Minutes File
Public Instruction, Department of	Basic Education Plan Advisory Committee Minutes File
Public Instruction, Department of	North Carolina Governor's School Board of Governors Minutes File
Public Instruction, Department of	State Accreditation Committee Minutes File
Public Safety, Department of	Governor's Crime Commission: Crime Victims' Services Committee Minutes File
Public Safety, Department of	North Carolina Advisory Committee on Religious Ministry in Prisons Minutes File
Public Safety, Department of	N.C. Reserve Forces Facilities Board Minutes File
Transportation, Department of	North Carolina State Ports Authority Board of Directors Meetings File



Agency	Series Title
Utilities Commission, North Carolina	Minutes File
Wildlife Resources Commission	Beaver Damage Control Advisory Board Minutes File
Wildlife Resources Commission	Nongame Advisory Committee Minutes File
Wildlife Resources Commission	Outdoor Heritage Advisory Council Minutes File

**636.A Oaths of Office:** 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	House of Representatives Oaths of Office Ledgers File	1489
General Assembly	Senate Oaths of Office Ledger File	4129
Secretary of State, Department of the	Handwritten Listing of Oaths of Office File	15609
Secretary of State, Department of the	Oaths of Office File	2906

**637.10 Statements of Economic Interest:** Transfer to the State Records Center 5 years after December 31 of the filing year. Records will be held for agency 5 additional years and then destroyed.

Agency	Series Title	Item Number
Ethics Commission, North Carolina State	Statements of Economic Interest (SEI) File	21537

**641.A Administrative Code:**

Transfer to the State Records Center after 3 years. Records will be held for agency 50 additional years and then transferred to the custody of the Archives.

Agency	Series Title	Item Number
Administrative Hearings, Office of	North Carolina Administrative Code History File	3680

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

Agency	Series Title	Item Number
Administrative Hearings, Office of	Rules Review Commission Notebooks File	19125



**642.A General Assembly Messages:** 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	Messages Sent to the House File	1513

**643.P Government Affairs 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	Commission of Indian Affairs Tribal Organizations File	74

**644.A House and Senate Proceedings:** 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	House of Representatives Legislative Procedures File	1492
General Assembly	Senate Daily Legislative Session Audio Recordings File	1511
Secretary of State, Department of the	House Journals File	3673
Secretary of State, Department of the	Senate Journals File	3674

**645.A Legislation:** Transfer electronic recordings to the State Records Center at the end of each biennium session for immediate transfer to the custody of the Archives. Transfer paper records 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	Bill Books File	25890
General Assembly	Bill Status Printouts File <sup>1</sup>	1495
General Assembly	Bills/Resolutions Not Enrolled File	1507
General Assembly	Failed to Pass Bills File	1491
General Assembly	Senate Legislative Card Index File	1514
Secretary of State, Department of the	Passed House Bills, Senate Bills, and Resolutions File	2899
Secretary of State, Department of the	Ratified Acts and Resolutions File	15607

<sup>1</sup> Transfer to the State Records Center after 2 years to be microfilmed. Paper records will be destroyed after microfilming. Microfilm will be transferred to custody of the Archives.



**646.A Legislative Committee Records:** Transfer to the State Records Center when reference value ends. Records will be held for agency 25 additional years and then transferred to the custody of the Archives.

Agency	Series Title	Item Number
General Assembly	General Statutes Commission File	2365
General Assembly	General Statutes Commission Minutes File	3692
General Assembly	Inactive Dockets File	2364
General Assembly	Legislative Services Commission Minutes File	25889
General Assembly	Standing Committee Notebooks File <sup>1</sup>	25894
General Assembly	Study and Non-Standing Committee Notebooks <sup>1</sup>	25895
General Assembly	Study Committee Reports File	25896

<sup>1</sup> Transfer paper records to the State Records Center after 2 years to be microfilmed for permanent security storage. Paper records will be destroyed in the State Records Center after microfilming.

**647.A Petitions:** 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	Original Petition File	1512

**648.A Roll Calls and Electronic Votes:** Transfer to the State Records Center after 2 years to be microfilmed. Paper records will be destroyed after microfilming. Microfilm will be transferred to custody of the Archives.

Agency	Series Title	Item Number
General Assembly	House of Representatives Roll Calls and Electronic Votes File	1494
General Assembly	Senate Roll Calls and Electronic Votes File	1509