RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE:
LOCAL GOVERNMENT AGENCIES

Issued By:

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021
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2021 General Records Schedule:
Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the 2021 General Records Schedule: Local Government Agencies:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.
**Audits and Litigation Actions**  
Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

**Electronic Records**  
All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly’s definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:  
“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency’s ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destruction approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

**Reference Copies**  
All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “reference value ends.” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “destroy when reference value ends.”

**Record Copy**  
A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

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2021 General Records Schedule: Local Government Agencies
designate clearly what position or office is required to maintain an official record for the duration of its
designated retention period.

**Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need
not be set aside for future use.”

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural
Resources recognizes that some records may have little or no long-term documentary or evidential value to the
creating agency. These records are often called transitory records. They may be disposed of according to the
guidance below. However, all public employees should be familiar with their appropriate retention schedule and
any other applicable guidelines for their office. If there is a required retention period for these records, that
requirement must be followed. When in doubt about whether a record is transitory or whether it has special
significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have
minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise
disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids,
and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once
the official action these records are supporting has been completed and documented. These records may be
destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the
creation of another record. All drafts and working papers are public records subject to all provisions of Chapter
132 of the General Statutes, but many of them have minimal value after the final version of the record has been
approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or
conclusions of the official record. Drafts and working documents that may be destroyed after final approval
include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly
  activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is
  already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after
completion of data entry and after all verification and quality control procedures, so long as these records are not
required for audit or legal purposes. However, if the forms contain any analog components that are necessary to
validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to
the disposition instructions for the records series encompassing the forms’ function.

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2 Ibid.
It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

__________________________
Municipal/County Clerk or Manager  
Title: _______________________

Sarah E. Koonts  
Director  
Division of Archives and Records

APPROVED

__________________________
Head of Governing Body  
Title: _______________________

D. Reid Wilson, Secretary  
Department of Natural and Cultural Resources

Municipality/County: _______________________

Effective: October 1, 2021
EXECUTIVE SUMMARY

✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.

✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina’s permission to destroy any record, no matter how insignificant.

✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply “retain in office permanently,” which means that those records must be kept in your office forever. In other cases, the retention period may be “destroy in office when reference value ends.” An agency may have reference copies of materials, meaning “a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter” (from Society of American Archivists, Dictionary of Archives Terminology). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, “destroy when reference value ends.”

✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.

✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina’s online tutorials include topics such as records management and scanning guidelines.

✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.
LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.

🔒 symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.
Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, Dictionary of Archives Terminology). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.
Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:
- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE
Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.


Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.
**STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS**

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>RECORDS SERIES TITLE</th>
<th>DISPOSITION INSTRUCTIONS</th>
<th>CITATION</th>
</tr>
</thead>
</table>
| 1.01   | ABSTRACTS OF MUNICIPAL ELECTIONS | Destroy in office when reference value ends.±
Agency Policy: Destroy in office after ____________
Retention Note: Official record maintained permanently by the County Board of Elections. | Authority: G.S. 163-300 |
| 1.02   | ACCREDITATION RECORDS | Destroy in office 5 years after superseded or obsolete. | Authority: 10A NCAC 48B |
| 1.03   | ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES @ | Destroy in office when superseded or obsolete. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
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<tbody>
<tr>
<td>1.04</td>
<td>AUDITS: PERFORMANCE</td>
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</table>
|       | Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. | a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices.  
b) Destroy in office PCI attestation reports after 3 years.  
c) Destroy in office remaining audit reports after 10 years.  
d) Destroy in office documentation of corrective measures 2 years after their implementation.  
e) Destroy in office working papers and remaining records when superseded or obsolete. | Confidentiality: G.S. 132-1.7 |
| 1.05  | BLUEPRINTS AND SPECIFICATIONS | a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility.  
b) Retain in office as-built drawings for life of structure and then destroy.  
c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete. | Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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<tbody>
<tr>
<td>1.06</td>
<td>BONDS</td>
<td>Destroy in office 5 years after expiration or cancellation.</td>
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<td>Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds.</td>
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<td></td>
<td>SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), and Projects (below).</td>
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<tr>
<td>1.07</td>
<td>BULLETINS</td>
<td>Destroy in office when superseded or obsolete.</td>
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<td>Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.</td>
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<td>1.08</td>
<td>BUSINESS CERTIFICATION RECORDS</td>
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<tr>
<td></td>
<td>Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.</td>
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<td></td>
<td>a) Destroy in office all documentation 3 years after most recent recertification.</td>
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<td>b) If certification was never issued, destroy in office all documentation when reference value ends.±</td>
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<td></td>
<td>Agency Policy: Destroy in office after ________________</td>
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<tr>
<td>1.09</td>
<td>BUSINESS DEVELOPMENT SUBJECT FILE</td>
<td>Destroy in office after 3 years.</td>
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<tr>
<td>1.10</td>
<td>CALENDARS OF EVENTS AND APPOINTMENTS</td>
<td>Destroy in office when superseded or obsolete.</td>
<td></td>
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<tr>
<td>1.11</td>
<td>CENSUS PROJECT RECORDS</td>
<td>Destroy in office when reference value ends.±</td>
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<td></td>
<td>Records created to assist the U.S. Census Bureau with the decennial census.</td>
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<td></td>
<td>Agency Policy: Destroy in office after ________________</td>
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* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
2021 GENERAL RECORDS SCHEDULE
LOCAL GOVERNMENT AGENCIES

1: Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

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<tbody>
<tr>
<td>1.12</td>
<td>CHARTER RECORDS</td>
<td>Retain in office permanently.</td>
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<td>Charter and charter proceedings related to adoption, amendment and/or repeal.</td>
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<tr>
<td>1.13</td>
<td>COLLECTED DATA</td>
<td>Destroy in office when superseded or obsolete.</td>
<td>If data contains confidential information, abide by relevant restrictions.</td>
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<tr>
<td></td>
<td>Information and statistics compiled and analyzed for research purposes or to support the functions of the agency.</td>
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<tr>
<td></td>
<td>SEE ALSO: Data Warehouses (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</td>
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</tbody>
</table>
2021 GENERAL RECORDS SCHEDULE

LOCAL GOVERNMENT AGENCIES

1. Administration and Management

- No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.
- The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.
- In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

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<tbody>
<tr>
<td>1.14</td>
<td>CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS @</td>
<td>a) Transfer records as applicable to Litigation Case Records (STANDARD 6: LEGAL RECORDS).&lt;br&gt;b) Destroy in office comments, complaints, petitions, and requests 1 year after resolution.<em>&lt;br&gt;c) Destroy in office accommodation requests 2 years after resolution.</em></td>
<td>Authority: 42 USC 12132</td>
</tr>
<tr>
<td></td>
<td>Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by constituents requesting action as well as routine requests for service. Also includes requests for reasonable accommodation to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964; including constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, correspondence (including e-mail), and resolutions. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS).</td>
<td></td>
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</tr>
<tr>
<td>1.15</td>
<td>CONSTITUENT SURVEYS</td>
<td>Destroy in office when reference value ends.±&lt;br&gt;Agency Policy: Destroy in office after _______________</td>
<td></td>
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### STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS

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| 1.16   | CORRESPONDENCE AND MEMORANDA | a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years.  
b) Destroy routine administrative correspondence and memoranda after 1 year.  
c) Destroy in office remaining records after 3 years.  
Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently. |          |
| 1.16   | Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.  
For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page A-11.  SEE ALSO: Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS). | a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years.  
b) Destroy routine administrative correspondence and memoranda after 1 year.  
c) Destroy in office remaining records after 3 years.  
Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently. |          |
| 1.17   | CUSTOMER CALL CENTER RECORDINGS | Destroy in office after 30 days. |          |
| 1.17   | Recordings of calls to customer service centers made for quality assurance and training purposes. | Destroy in office after 30 days. |          |
| 1.18   | EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS | a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.*  
b) Destroy in office records documenting all other maintenance and repairs after 3 years.*  
c) Destroy in office warranties 1 year after expiration. |          |
| 1.18   | Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles.  
Also includes warranties.  
SEE ALSO: Grants (below), and System Maintenance Records: Hardware Repair or Service (STANDARD 5: INFORMATION TECHNOLOGY RECORDS). | a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.*  
b) Destroy in office records documenting all other maintenance and repairs after 3 years.*  
c) Destroy in office warranties 1 year after expiration. |          |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
## 1: Administration and Management

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<tbody>
<tr>
<td>1.19</td>
<td>EQUIPMENT AND VEHICLE REFERENCE RECORDS</td>
<td>Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.</td>
<td>Destroy in office when superseded or obsolete.</td>
</tr>
<tr>
<td>1.20</td>
<td>EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS</td>
<td>Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.</td>
<td>a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*&lt;br&gt;b) Destroy in office remaining records after 1 year.</td>
</tr>
<tr>
<td>1.21</td>
<td>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS</td>
<td>Records documenting maintenance, repair, and inspection of agency-owned facilities, including warranties on said repairs. Also includes any real property owned by the agency.</td>
<td>a) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years.&lt;br&gt;b) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year.&lt;br&gt;c) Destroy in office warranties 1 year after expiration.</td>
</tr>
<tr>
<td>1.22</td>
<td>FORMS AND TEMPLATES</td>
<td>Blank forms, templates, and letterhead used to create agency records.</td>
<td>Destroy in office when superseded or obsolete.</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>1.23</td>
<td>GRANT PROPOSALS</td>
<td>a) Transfer records concerning approved grants to Grants (below).&lt;br&gt;b) Destroy in office rejected or withdrawn grant proposals when reference value ends.±&lt;br&gt;Agency Policy: Destroy in office after ___________ ___________</td>
<td></td>
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<tr>
<td>1.24</td>
<td>GRANTS @</td>
<td>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.&lt;br&gt;b) Destroy in office records of state and private grants 5 years after final financial report is filed.*&lt;br&gt;c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.&lt;br&gt;d) Destroy in office records not relating to a specific grant after 1 year.&lt;br&gt;&lt;br&gt;Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</td>
<td>Retention: 09 NCAC 03M .0703 2 CFR 200.333</td>
</tr>
</tbody>
</table>

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</table>
| 1.25   | HISTORICAL DESIGNATIONS RECORDS | a) Retain in office permanently the list of historical markers along with the accepted applications.  
b) Destroy in office after 1 year rejected applications.  
c) Destroy in office remaining materials after 3 years. | |
| 1.26   | HISTORY RECORDS (AGENCY AND EMPLOYEES) | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when reference value ends.±  
Agency Policy: Destroy in office after ____________ | |
| 1.27   | IMPROPER CONDUCT INVESTIGATIONS | Destroy in office 3 years after resolution.* | |
| 1.28   | INDICES @ | Destroy in office when superseded or obsolete. | |
| 1.29   | INTERAGENCY PROGRAMS | Destroy in office when reference value ends.±  
Agency Policy: Destroy in office after ____________ | |

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| 1.30   | INVENTORIES®         | a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete.  
          b) Destroy in office inventory control and usage records after 3 years. |          |
|        |                      |                          |          |
| 1.31   | LEGISLATION AND REGULATORY RECORDS | Destroy in office when reference value ends.±  
          Agency Policy: Destroy in office after ____________ |          |
|        |                      |                          |          |
| 1.32   | LOGISTICS MATERIALS  | Destroy in office when superseded or obsolete. |          |
|        |                      |                          |          |
| 1.33   | MAIL: UNDELIVERABLE/RETURNED | Destroy in office after 30 days.  
          Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications). |          |
|        |                      |                          |          |
| 1.34   | MAILING AND DISTRIBUTION RECORDS | a) Destroy in office Sunshine Lists when superseded or obsolete.  
          b) Destroy in office remaining records when reference value ends.±  
          Agency Policy: Destroy in office after ____________ | Confidentiality: 
G.S. 132-1.12  
G.S. 132-1.13 |
|        |                      |                          |          |

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<tr>
<td>1.35</td>
<td>MEMBERSHIP RECORDS</td>
<td>Destroy in office when superseded or obsolete.</td>
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<td></td>
<td>Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.</td>
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</tbody>
</table>
| 1.36   | MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS | a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office applications for which a license/permit was never issued when reference value ends.±  
Agency Policy: Destroy in office after ____________ | |
|        | Includes, but not limited to, applications and permits regarding free government-issued business permits, burning, special events, and landscape establishment. | | |
| 1.37   | OFFICE AND PROPERTY SECURITY RECORDS | a) If the recording necessitates law enforcement action, transfer to the appropriate agency. b) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to Disciplinary Actions (STANDARD 4: HUMAN RESOURCES RECORDS), or Litigation Case Records (STANDARD 6: LEGAL RECORDS). c) Destroy in office recordings not required to support known investigations or litigation after 30 days. d) Destroy in office remaining records after 1 year. | Confidentiality: G.S. 132-1.7 |
|        | Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings. SEE ALSO: Employee Security Records (STANDARD 8: RISK MANAGEMENT). | | |

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| 1.38   | ORDINANCES           | a) Retain in office official copy permanently.  
          |                      | b) Destroy in office ordinance development records when ordinance is no longer in effect.  
          |                      | c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends. ±  
          |                      | Agency Policy: Destroy in office after ____________ |          |
| 1.39   | PEST CONTROL         | Destroy in office after 3 years. * |          |
| 1.40   | PHONE LOGS           | Destroy in office after 1 year. |          |

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| 1.41   | POLICIES AND PROCEDURES @ | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when superseded or obsolete. | Authority:  
G.S. 163 Art. 15A  
G.S. 163-166.7  
08 NCAC 10B .0103  
52 USC Chap. 205 |
| 1.42   | POLL LIST/REGISTRATION LIST/ROSTER/ AUTHORIZATION TO VOTE (ATV) @ | Contact State Archives of North Carolina prior to destroying old poll books and voter registration books. | |
| 1.43   | PRICE QUOTATIONS        | Destroy in office when reference value ends. ±  
Agency Policy: Destroy in office after _____________. | |

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| 1.44  | PROCLAMATIONS AND ORDERS | a) Retain in office records with historical value permanently.  
|       |                      | b) Destroy in office remaining records when reference value ends.±  
|       |                      | Agency Policy: Destroy in office after __________ __________ | |
| 1.45  | PROJECTS @ | a) Retain in office records with historical value permanently.  
|       |                      | b) Destroy in office remaining records 3 years after completion of project. | |
| 1.46  | PROPERTY MANAGEMENT RECORDS | Destroy in office when superseded or obsolete. | |

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| 1.47   | PUBLIC BODIES: AGENDA AND MEETING PACKETS | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when reference value ends.±  
Agency Policy: Destroy in office after _____________ | Authority: G.S. 143-157.1 |
|        | Includes agendas and copies of supporting documentation and exhibits submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel.  
SEE ALSO: Public Bodies: Minutes (below). | | |
| 1.48   | PUBLIC BODIES: APPLICATIONS FOR APPOINTMENT | a) Destroy in office records concerning appointed individuals 1 year after expiration of term.  
b) Destroy in office remaining records when reference value ends.±  
Agency Policy: Destroy in office after _____________ | Authority: G.S. 143-157.1 |
|        | Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees. | | |
| 1.49   | PUBLIC BODIES: APPOINTMENT REPORTS | Destroy in office after 2 years. | Authority: G.S. 143-157.1 |
|        | Includes annual appointment reports filed with the NC Department of the Secretary of State. | | |
| 1.50   | PUBLIC BODIES: AUDIO AND VIDEO RECORDINGS OF MEETINGS | Destroy in office after approval of official written minutes.  

**NOTE:** If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes. | | |
|        | SEE ALSO: Public Bodies: Minutes (below). | | |

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| 1.51  | PUBLIC BODIES: CORRESPONDENCE | a) Transfer correspondence (including e-mail) with historical value to History Records (above), after 3 years.  
b) Destroy in office remaining records after 3 years. |  |
|       | Records documenting internal and external communications of governing and advisory board members. Includes correspondence (including e-mail) related to decision-making, policy development, and other high-level planning as well as logistical communications. |  |  |
| 1.52  | PUBLIC BODIES: MEETING NOTICES | Destroy in office after 1 year. |  |
|       | Includes notices and regular meeting schedules. |  |  |
| 1.53  | PUBLIC BODIES: MEMBER FILES | a) Retain in office records with historical value permanently.  
b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments.  
c) Destroy in office remaining records 1 year after service ends. |  |
|       | Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers. |  |  |
|       | SEE ALSO: Oaths of Office (STANDARD 6: LEGAL RECORDS), Public Bodies: Applications for Appointment (above). |  |  |

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| 1.54   | PUBLIC BODIES: MINUTES | a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions.  
b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.  
c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.  
Agency Policy: Destroy in office after ____________ | Authority: G.S. 143-318.10 |
| 1.55   | RATE AND FEE SCHEDULES | Destroy in office when superseded or obsolete. | |

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| 1.56  | REBATE PROGRAM RECORDS  
Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that residents may opt into. | a) Destroy in office financial records 3 years after approval.*  
b) Destroy in office applications 1 year after approval.  
c) Destroy in office denied applications when reference value ends.±  
Agency Policy: Destroy in office after ______________ | |
| 1.57  | RECORDS MANAGEMENT  
Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules. | a) Retain in office documentation concerning the final disposition of records permanently.  
b) Destroy in office remaining records when superseded or obsolete. | |
| 1.58  | REFERENCE (READING) FILE  
Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy. | Destroy in office when reference value ends.±  
Agency Policy: Destroy in office after ______________ | |

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<tr>
<td>1.59</td>
<td>REPORTS AND STUDIES @</td>
<td>a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</td>
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<td></td>
<td>b) Retain in office permanently reports and studies prepared by request of an agency’s governing body or a court.</td>
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<td>c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</td>
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<td>d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</td>
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<td>e) Destroy in office when superseded or obsolete reports required to be submitted to the agency.</td>
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<td></td>
<td>f) Destroy in office remaining reports and studies when reference value ends. ±</td>
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<td>Agency Policy: Destroy in office after ______________.</td>
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<td><strong>Retention Note:</strong> Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</td>
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<tr>
<td>1.60</td>
<td>REQUESTS FOR INFORMATION</td>
<td>Destroy in office after 1 year after resolution.</td>
<td></td>
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<tr>
<td></td>
<td>Requests received and responses issued by the agency.</td>
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<td>SEE ALSO: Public Records Requests (STANDARD 7: PUBLIC RELATIONS RECORDS).</td>
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<tr>
<td>1.61</td>
<td>REQUESTS FOR PROPOSALS (RFP)</td>
<td>Destroy in office when reference value ends.±</td>
<td></td>
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<tr>
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<td>Proposals submitted by vendors in response to requests from agency. Also includes notices and evaluations produced by the agency.</td>
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<td>SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Price Quotations (above).</td>
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</tr>
<tr>
<td>1.62</td>
<td>RESOLUTIONS</td>
<td>a) Retain in office permanently one copy of final resolution.</td>
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<tr>
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<td>File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</td>
<td>b) Retain in office permanently resolution development records with historical value.</td>
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<td></td>
<td>c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.±</td>
<td></td>
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| 1.63   | STAFF MEETINGS FILE   | a) Retain in office records with historical value permanently.  
         |                       | b) Destroy in office remaining records after 1 year. |          |
|        | Records concerning meetings of internal committees, groups, or task forces along with external meetings attended by agency personnel. Includes minutes, agendas, meeting packets, visual aids, presentations, notes, recordings, and other related records. | | |
| 1.64   | STRATEGIC PLAN @      | a) Retain in office strategic plans permanently.  
         |                       | b) Destroy in office background surveys, studies, and reports 5 years after adoption of plan.  
         |                       | c) Destroy in office business plans 2 years after execution of plan.  
         |                       | d) Destroy in office remaining records when superseded or obsolete. |          |
|        | Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of strategic plan and all background surveys, studies, and reports. Also includes business plans as well as mission statements, goals, and objectives. | | |
| 1.65   | SURPLUS PROPERTY      | Destroy in office 3 years after disposition of property.* |          |
|        | Inventories and reports of agency property to be surplussed. | | |
| 1.66   | TRACKING MATERIALS    | Destroy in office when reference value ends.±  
         |                       | Agency Policy: Destroy in office after ____________ |          |
|        | Records intended to verify the receipt of information, such as certified mail receipts. | | |

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<tr>
<td>1.67</td>
<td>TRAVEL REQUESTS</td>
<td>Destroy in office after 1 year.*</td>
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<tr>
<td></td>
<td>Requests and authorizations for travel. Includes forms and itineraries.</td>
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<tr>
<td></td>
<td>SEE ALSO: Price Quotations (above), Travel Reimbursements (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.68</td>
<td>VEHICLE REGISTRATION CARDS</td>
<td>Destroy in office when superseded.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>North Carolina registration cards for vehicles in the agency fleet.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1.69  | WORK ORDERS          | a) If this is the only record documenting completed work, follow disposition instructions for Facility Maintenance, Repair, and Inspection Records (above), or Equipment and Vehicle Maintenance, Repair, and Inspection Records (above).  
b) Destroy in office remaining records 1 year after work is completed.* | | |
|       | Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles. | | |

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

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</table>
| 2.01  | ACCOUNTS PAYABLE              | a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees.  
                              | b) Destroy in office all remaining records 3 years after payment.*                         | Retention: 04 NCAC 24D .0501(a)(3)(l)          |
|       |                               |                                                                                          |                                               |
| 2.02  | ACCOUNTS RECEIVABLE           | Destroy in office 3 years after collection.*                                              | G.S. 105A                                    |
|       | (g)                           |                                                                                          |                                               |

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### STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

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<tr>
<td>2.03</td>
<td>ACCOUNTS UNCOLLECTABLE&lt;br&gt;Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.</td>
<td>Destroy in office 3 years after account is determined to be uncollectable.*</td>
<td>Authority: G.S. 159-11</td>
</tr>
</tbody>
</table>
| 2.04   | ANNUAL BUDGET<br>Annual budget and budget message submitted to governing board for approval.<br>SEE ALSO: Budget Reports (below). | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records after 3 years.  
Retention Note: Annual budgets should be entered into the minutes of the governing board. | Authority: G.S. 159-11 |
| 2.05   | ARBITRAGE RECORDS<br>Records concerning arbitrage rebate calculations and funds rebated. | Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.* | Authority: 26 CFR 1.148-3 |
| 2.06   | AUDITS: FINANCIAL<br>Records concerning internal and external audits. Includes reports, working papers, and related records.<br>SEE ALSO: Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) Retain in office permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value.  
b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value.  
c) Destroy in office working papers and remaining records when superseded or obsolete.* | Authority: G.S. 159-34 |
| 2.07   | AUTHORIZATION FORMS<br>Authorization to purchase materials. | Destroy in office after 3 years.* | Authority: G.S. 159-34 |

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## STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

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<tr>
<td>2.08</td>
<td>BANK STATEMENTS AND RECONCILIATIONS</td>
<td>Destroy in office after 3 years.*</td>
<td></td>
</tr>
<tr>
<td>2.09</td>
<td>BIDS FOR DISPOSAL OF PROPERTY</td>
<td>Destroy in office all records after the disposition of property has been recorded in governing board’s minutes.*</td>
<td>Authority: G.S. 153A-176</td>
</tr>
</tbody>
</table>
| 2.10   | BIDS FOR PURCHASE                                                                   | a) Transfer records to Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS) when bid is approved.  
        |                                                                                       | b) Destroy in office bid records not awarded or opened after 1 year.*                     | Authority: G.S. 143 Article 8 |
| 2.11   | BOND CLOSING RECORDS                                                                 | Destroy in office 6 years after final maturity.*                                       | Authority: G.S. 159 Article 7 |

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## STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

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<tr>
<td>2.12</td>
<td>BOND REGISTER</td>
<td>Retain in office permanently.</td>
<td>Authority: G.S. 159-130</td>
</tr>
<tr>
<td></td>
<td>Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.13</td>
<td>BONDS, NOTES, AND COUPONS</td>
<td>Destroy in office 1 year from date of payment.</td>
<td>Authority: G.S. 159-139</td>
</tr>
<tr>
<td>2.14</td>
<td>BUDGET ADMINISTRATION RECORDS</td>
<td>Destroy in office after 2 years.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of budget administration. Includes research, correspondence (including e-mail), and other related records.</td>
<td></td>
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<tr>
<td>2.15</td>
<td>BUDGET EXECUTION RECORDS</td>
<td>Destroy in office when released from audits.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of authorizations to move funds between budget codes.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2.16   | BUDGET REPORTS | a) Destroy in office daily detail reports after 1 year.*  
b) Destroy in office remaining reports after 3 years.* | |
|        | Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. | | |
|        | SEE ALSO: Annual Budget (above). | | |
| 2.17   | BUDGET REQUESTS AND WORKING PAPERS | Destroy in office after 3 years.* | Authority: G.S. 159-10 |
|        | Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records. | | |

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| 2.18  | BUDGET RESOLUTIONS AND ORDINANCES | a) Retain official copies in the minutes of the governing board.  
b) Destroy in office remaining copies when reference value ends. ±
Agency Policy: Destroy in office after _____________ | Authority:  
G.S. 159-8  
G.S. 159-13  
G.S. 159-13.2  
G.S. 159-15 |
| 2.19  | COST ALLOCATION PLANS | Destroy in office after 3 years.* | |
| 2.20  | CREDIT/DEBIT/PROCUREMENT CARD RECORDS | Destroy in office when superseded or obsolete.* | Confidentiality:  
G.S. 132-1.2(2) |
| 2.21  | DONATIONS AND SOLICITATIONS | a) Destroy in office records supporting approved donations 1 year after payment.  
b) Destroy in office rejected applications after 30 days. | |
| 2.22  | ELECTRONIC FUNDS TRANSFERS (EFT) | Destroy in office when superseded or obsolete. | Confidentiality:  
G.S. 14-113.20 |

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<tr>
<td></td>
<td>RECORDS SERIES TITLE</td>
</tr>
<tr>
<td>2.23</td>
<td>ESCHEATS AND UNCLAIMED PROPERTY</td>
</tr>
<tr>
<td></td>
<td>Records containing information required to be included in holder reports submitted to the State Treasurer’s office.</td>
</tr>
<tr>
<td>2.24</td>
<td>FINANCIAL JOURNALS AND LEDGERS</td>
</tr>
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<tr>
<td>2.25</td>
<td>FINANCIAL REPORTS</td>
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<tr>
<td>2.26</td>
<td>GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS</td>
</tr>
<tr>
<td></td>
<td>Reports produced by the North Carolina Department of State Treasurer regarding the Teachers’ and State Employees’ Retirement System (TSERS) and the Local Governmental Employees’ Retirement System (LGERS).</td>
</tr>
</tbody>
</table>

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<tr>
<td>2.27</td>
<td>GRANTS: FINANCIAL @</td>
<td>a) Destroy records supporting the expenditure of federal funds passed through NC Dept. of Health and Human Services on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</td>
<td>Retention: 09 NCAC 03M .0703 2 CFR 200.333</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</td>
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<tr>
<td></td>
<td></td>
<td>c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.</td>
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<tr>
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<td></td>
<td>d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</td>
<td></td>
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<tr>
<td></td>
<td>SEE ALSO: Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</td>
<td>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</td>
<td></td>
</tr>
<tr>
<td>2.28</td>
<td>INVESTMENTS</td>
<td>a) Destroy in office transaction schedules after 2 years.*</td>
<td>Authority: G.S. 159-30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Destroy in office performance investment reports when reference value ends.±</td>
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<tr>
<td></td>
<td></td>
<td>Agency Policy: Destroy in office after __________________</td>
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<td></td>
<td></td>
<td>c) Destroy in office all remaining records after 3 years.*</td>
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## 2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

### STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

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<tr>
<td>2.29</td>
<td>LOAN RECORDS</td>
<td>Destroy in office 5 years after satisfaction or cancellation of loan.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.30</td>
<td>LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS</td>
<td>Destroy in office after 3 years.*</td>
<td>Authority: G.S. 159-33</td>
</tr>
<tr>
<td>2.31</td>
<td>LONGEVITY PAY</td>
<td>Destroy in office after 5 years.*</td>
<td>Retention: 04 NCAC 24D .0501(a)</td>
</tr>
<tr>
<td>2.32</td>
<td>PAYMENT CARD DATA</td>
<td>Destroy in office after processed.*</td>
<td>Confidentiality: G.S. 132-1.2(2) G.S. 132-1.10(b)(5)</td>
</tr>
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| 2.33  | PAYROLL AND EARNINGS RECORDS | a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification.  
b) Destroy in office remaining records after 5 years.* | Authority: 29 CFR 516.30(a)  
Confidentiality: G.S. 132-1.10  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1  
Retention: 04 NCAC 24D .0501(a)  
29 CFR 516.5(a)  
29 CFR 1627.3(a) |

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| 2.34  | PAYROLL DEDUCTION RECORDS | a) Destroy in office tax withholding forms 4 years after termination of deduction.*  
b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction.  
c) Destroy in office remaining records 3 years after termination of deduction.* | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1  
Retention:  
IRS Publication 15  
29 CFR 516.6(c)(1) |
| 2.35  | POWELL BILL RECORDS | Destroy in office after 3 years. | |
| 2.36  | PURCHASE ORDERS | Destroy in office after 3 years.*  
Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item. | |
| 2.37  | QUALIFIED PRODUCTS LISTS (QPL) | Destroy in office 3 years after superseded or obsolete.* | |

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**STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS**

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<td>2.38</td>
<td>REQUISITIONS</td>
<td>Destroy in office after 1 year.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requests for payment or to acquire goods or services.</td>
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<td></td>
<td>SEE ALSO: Inventories (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.39</td>
<td>SCHOLARSHIP RECORDS</td>
<td>a) Destroy in office after 3 years records documenting the awarding of scholarships.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records concerning scholarships awarded by the agency.</td>
<td>b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records concerning scholarships awarded by the agency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.40</td>
<td>SHIFT PREMIUM PAY</td>
<td>Destroy in office after 5 years.*</td>
<td>Retention: 04 NCAC 24D .0501(a)</td>
</tr>
<tr>
<td></td>
<td>Authorizations and other related records concerning employees receiving shift premium pay.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.41</td>
<td>STATEMENTS OF BACK PAY</td>
<td>Destroy in office 3 years after payment.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.</td>
<td></td>
<td></td>
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</table>
| 2.42  | TAX FORMS
   Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction. | Destroy in office 5 years after submitted to taxpayer and/or IRS.* | Confidentiality: G.S. 132-1.10, G.S. 115C Art. 21A, G.S. 122C-158, G.S. 130A-45.9, G.S. 153A-98, G.S. 160A-168, G.S. 161E-257.2, G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a), IRS Publication 15 |
| 2.43  | TAX RETURNS
   Tax returns filed by the agency.                                | Destroy in office 6 years after filed.*                           |          |
| 2.44  | TIME SHEETS, CARDS, AND ATTENDANCE RECORDS
   Records documenting the work hours and attendance of employees. | Destroy in office after 5 years.*                                 | Retention: 04 NCAC 24D .0501(a), 29 CFR 516.6(a)(1) |

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± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
### ITEM #2: STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

<table>
<thead>
<tr>
<th>RECORDS SERIES TITLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.45 TRAVEL REIMBURSEMENTS</td>
<td>Destroy in office after 5 years.*</td>
<td>Retention: 04 NCAC 24D .0501(a)</td>
</tr>
<tr>
<td>SEE ALSO: Grants: Financial (above), Travel Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.46 VENDORS</td>
<td>Destroy in office when superseded or obsolete.</td>
<td></td>
</tr>
<tr>
<td>Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
### STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. 132-10 for information about providing public access to GIS databases.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>3.01</td>
<td>GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA &lt;br&gt;Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.</td>
<td>Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. &lt;br&gt;&lt;br&gt;Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council. See also GEOSPATIAL RECORDS, page A-13.</td>
<td></td>
</tr>
<tr>
<td>3.02</td>
<td>GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA) &lt;br&gt;Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.</td>
<td>Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).</td>
<td></td>
</tr>
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</table>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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<tbody>
<tr>
<td>3.03</td>
<td>GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES</td>
<td>Retain in office permanently.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.04</td>
<td>GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS</td>
<td>Destroy in office after 1 year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.05</td>
<td>GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS</td>
<td>Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3.06  | GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS | a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently.  
   b) Destroy in office remaining items when reference value ends.:*  
   Agency Policy: Destroy in office after _________________ |          |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
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</table>
| 3.07  | LAYERS: ADDRESS POINTS | Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently,  
Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.  
Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.  |
|       |                      | See also GEOSPATIAL RECORDS, page A-13. |
| 3.08  | LAYERS: CORPORATE LIMITS | Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently,  
Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.  
Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.  |
|       |                      | See also GEOSPATIAL RECORDS, page A-13. |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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## STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

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| 3.09   | LAYERS: EXTRATERRITORIAL JURISDICTIONS | Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently,  

Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.  

Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council. | [1] |
| 3.10   | LAYERS: ORTHOIMAGERY | Create a snapshot of dataset when created. To maintain permanently,  

Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.  

Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council. | [1] |

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GIS dataset: Create a snapshot of dataset annually. To maintain permanently,

* Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.  

* Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.  

See also GEOSPATIAL RECORDS, page A-13. | |
| 3.12  | MAPPING PROJECT RECORDS | Paper: Retain in office permanently.  
GIS dataset: Create a snapshot of dataset annually. To maintain permanently,

* Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.  

* Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.  

Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.  

See also GEOSPATIAL RECORDS, page A-13. | |

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

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<tbody>
<tr>
<td>3.13</td>
<td>MAPS: PARCEL</td>
<td>Paper: Destroy in office upon State Archives approval. GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently, Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. Or: If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</td>
<td></td>
</tr>
<tr>
<td>3.14</td>
<td>MAPS: PARKS</td>
<td>Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, Either: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. Or: If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</td>
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<tbody>
<tr>
<td>3.15</td>
<td>MAPS: ALL OTHER @</td>
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<td></td>
</tr>
</tbody>
</table>
|       | Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps. | a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently.  
b) Destroy in office remaining items when reference value ends. ±  
Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps. |         |
|       |                      | Agency Policy: Destroy in office after |         |

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### STANDARD 4: HUMAN RESOURCES RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. 115C Article 21A (LPSUs), G.S. 122C-158 (area authorities), G.S. 130A-45.9 (public health authorities), G.S. 153A-98 (county), G.S. 160A-168 (municipal), G.S. 161E-257.2 (public hospitals), and G.S. 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

<table>
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<tbody>
<tr>
<td>4.01</td>
<td>ABOLISHED POSITIONS</td>
<td>Destroy in office after 1 year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records concerning positions that have been abolished.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4.02   | ADMINISTRATIVE INVESTIGATIONS | a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation.  
 b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated.  
 c) Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court.  
 d) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to Personnel Records (Official Copy) (below). | Confidentiality:  
 G.S. 115C Art. 21A  
 G.S. 122C-158  
 G.S. 130A-45.9  
 G.S. 153A-98  
 G.S. 160A-168  
 G.S. 161E-257.2  
 G.S. 162A-6.1 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.  
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<tbody>
<tr>
<td><strong>4.03</strong></td>
<td>APPLICATIONS FOR EMPLOYMENT</td>
<td>Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Transfer applications, resumes, transcripts, and similar records as applicable to Personnel Records (Official Copy) (below) or Seasonal and Contract Worker Records (below).</td>
<td>Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Destroy in office after 2 years unsolicited application materials from individuals hired.</td>
<td>Retention: 29 CFR 1602.31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.04</strong></td>
<td>APPRENTICESHIP PROGRAM RECORDS</td>
<td>Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.</td>
<td>Authority: 29 CFR 30.4(a) 29 CFR 1602.20</td>
<td></td>
</tr>
</tbody>
</table>

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### STANDARD 4: HUMAN RESOURCES RECORDS

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</table>

SEE ALSO: Employment Selection Records (below).

| 4.06   | ASBESTOS TRAINING | a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete. | Retention: 29 CFR 1910.1001(m)(4) |

SEE ALSO: Bloodborne Pathogen Training (below), Hazardous Materials Training Records (below).

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</table>
| 4.07   | BENEFITS RECORDS     | a) Destroy in office approved claims forms after 2 years.*  
|        |                      | b) Destroy in office rejected requests 6 months after decision.  
|        |                      | c) Destroy in office 3 years after employee returns or eligibility expires notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave.  
|        |                      | d) Destroy in office remaining records 1 year after plan is terminated.  |  
|        | Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act). | Retention: 29 CFR 1627.3(b)(2) |
| 4.08   | BLOODBORNE PATHOGEN TRAINING | Destroy in office after 3 years. |  
|        | Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. | Retention: 29 CFR 1910.1030(h)(2)(ii) |
|        | SEE ALSO: Asbestos Training (above), Hazardous Materials Training Records (below). | | |
| 4.09   | DIRECTORIES, ROSTERS, OR INDICES | Destroy in office when superseded or obsolete. |  
|        | Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information. | | |

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**STANDARD 4: HUMAN RESOURCES RECORDS**

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<tr>
<td>4.10</td>
<td><strong>DISABILITY SALARY CONTINUATION CLAIMS</strong>&lt;br&gt;Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.</td>
<td>a) Transfer original forms to Local Government Employees’ Retirement System (LGERS) or Teachers’ and State Employees’ Retirement System (TSERS) for action when received.&lt;br&gt;b) Destroy in office remaining records after 3 years.</td>
<td>Authority:&lt;br&gt;• G.S. 115C Art. 21A&lt;br&gt;• G.S. 122C-158&lt;br&gt;• G.S. 130A-45.9&lt;br&gt;• G.S. 153A-98&lt;br&gt;• G.S. 160A-168&lt;br&gt;• G.S. 161E-257.2&lt;br&gt;• G.S. 162A-6.1&lt;br&gt;Retention:&lt;br&gt;• 29 CFR 1602.31&lt;br&gt;Subject to the public information provision delineated in the above authorities.</td>
</tr>
<tr>
<td>4.11</td>
<td><strong>DISCIPLINARY ACTIONS</strong>&lt;br&gt;Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.</td>
<td>a) Transfer records as applicable to Personnel Records (Official Copy) (below).&lt;br&gt;b) Destroy in office all remaining records 2 years after resolution of all actions.</td>
<td>Authority:&lt;br&gt;• G.S. 115C Art. 21A&lt;br&gt;• G.S. 122C-158&lt;br&gt;• G.S. 130A-45.9&lt;br&gt;• G.S. 153A-98&lt;br&gt;• G.S. 160A-168&lt;br&gt;• G.S. 161E-257.2&lt;br&gt;• G.S. 162A-6.1&lt;br&gt;Retention:&lt;br&gt;• 29 CFR 1602.31&lt;br&gt;Subject to the public information provision delineated in the above authorities.</td>
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| 4.12  | DUAL EMPLOYMENT      | a) Destroy in office approved requests and related records 1 year after employee terminates additional employment.  
b) Destroy in office denied requests and related records after 6 months. | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1 |
| 4.13  | EDUCATIONAL LEAVE AND REIMBURSEMENT | a) Transfer records documenting approved leave requests to Personnel Records (Official Copy) (below).  
b) Destroy in office records concerning denied requests 6 months after denial.*  
c) Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.* | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1 |
| 4.14  | EMPLOYEE ASSISTANCE PROGRAMS | Destroy in office after 3 years. | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
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| 4.15  | EMPLOYMENT ELIGIBILITY RECORDS | a) I-9 forms have mandatory retention throughout the duration of an individual’s employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.  
b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor.  
c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation.  
d) Destroy in office remaining records 1 year after employee separation.  
| Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1  
Retention:  
8 USC 1324a(b)(3) |
| 4.16  | EMPLOYMENT SELECTION RECORDS | a) Destroy in office background and criminal history checks after 5 years.  
b) Destroy in office remaining records 2 years after hiring decision.* | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1  
Retention:  
29 CFR 1602.31  
29 CFR 1627.3(b)(1) |

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### STANDARD 4: HUMAN RESOURCES RECORDS

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</table>
| 4.19   | GRIEVANCES           | Destroy in office after 2 years.* | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1 |
| 4.20   | HAZARDOUS MATERIALS TRAINING RECORDS | Destroy in office after 5 years. | Authority:  
29 CFR 1910.120(p)(8)(iii)  
10A NCAC 15 |
| 4.21   | INTERNSHIP PROGRAM   | Destroy in office after 2 years. | |
| 4.22   | LAW ENFORCEMENT TRAINING | Retain in office permanently. | |

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<tr>
<td>4.23</td>
<td>LEAVE RECORDS</td>
<td>a) Destroy in office approved requests 3 years after return or separation of employee.*</td>
<td>Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Destroy in office denied requests after 6 months.</td>
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<tr>
<td></td>
<td></td>
<td>SEE ALSO: Educational Leave and Reimbursement (above), Family Medical Leave Act (FMLA) Records (above), Military Leave (below).</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td><strong>Note:</strong> (above).</td>
<td></td>
</tr>
<tr>
<td>4.24</td>
<td>MEDICAL RECORDS</td>
<td>a) Destroy in office exposure records 30 years after date of exposure.*</td>
<td>Authority: 29 CFR 1910.1020(e)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Provide medical records to employees who have worked for less than 1 year at time of separation.</td>
<td>Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)</td>
</tr>
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<td></td>
<td></td>
<td>d) Destroy in office after 1 year records concerning physical examinations or health certificates.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>e) Destroy in office remaining records 30 years after employee separation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention Note: Records must be maintained separately from an employee’s personnel jacket. If part of a worker’s compensation claim, follow disposition for Workers’ Compensation Program Claims (below).</td>
<td></td>
</tr>
</tbody>
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**2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES**

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<tr>
<td>4.25</td>
<td>MILITARY LEAVE</td>
<td>Destroy in office 3 years after leave ends or employee separates from agency.*</td>
<td>Authority: 5 CFR 1208</td>
</tr>
<tr>
<td></td>
<td>Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA).</td>
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<td>SEE ALSO: Leave Records (above).</td>
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<td>Information used to establish employees’ goals and primary tasks. Records used to evaluate each employee’s work performance.</td>
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<td></td>
<td>SEE ALSO: Personnel Records (Official Copy) (below).</td>
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<td></td>
</tr>
<tr>
<td>4.27</td>
<td>PERSONNEL ACTION NOTICES</td>
<td>Transfer records to Personnel Records (Official Copy) (below).</td>
<td>Subject to the public information provision delineated in relevant General Statutes.</td>
</tr>
<tr>
<td></td>
<td>Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.</td>
<td></td>
<td></td>
</tr>
</tbody>
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| 4.28  | PERSONNEL RECORDS (OFFICIAL COPY) | a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal.  

b) Destroy in office information necessary to verify benefits 30 years after date of separation.  
c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in this Records Retention and Disposition Schedule. | Authority/Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1 |
| 4.29  | PERSONNEL RECORDS (SUPERVISOR COPY) | a) Transfer records as applicable to Personnel Records (Official Copy) (above).  
b) Destroy in office remaining records when reference value ends:±  
Agency Policy: Destroy in office after _________________ | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1 |

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### STANDARD 4: HUMAN RESOURCES RECORDS

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| 4.30  | POLICIES AND PROCEDURES (PERSONNEL) | a) Retain in office internal agency personnel policies and procedures permanently.  
b) Destroy in office remaining records when superseded or obsolete. |  |
|       | Official internal agency personnel policies and procedures. Also includes agreements and authorizations required of employees, orientation materials, and informational data.  
SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers’ Compensation Program Administration (below). | |  |
| 4.31  | POLYGRAPH RECORDS | Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given. | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1  
Retention:  
29 CFR 801.30 |  |

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| 4.32  | POSITION CLASSIFICATION, CONTROL, AND HISTORY | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when superseded or obsolete. |  |
|       | Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. | | |
|       | SEE ALSO: Position Descriptions (below). | | |
| 4.33  | POSITION DESCRIPTIONS | Destroy in office 2 years after superseded. | Retention: 29 CFR 1620.32 |
|       | Includes information on job title, grade, duties, agency assigned, and responsibilities. | | |
| 4.34  | POSITION EVALUATIONS | Destroy in office after 1 year. | | |
|       | Forms used to evaluate the primary purpose of a position. | | |
| 4.35  | RECRUITMENT RECORDS | Destroy in office 1 year from date of record. | Retention: 29 CFR 1627.3(b) |
|       | Includes ads and notices of overtime, promotion, and training. Also includes employment listings. | | |

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### 2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

#### STANDARD 4: HUMAN RESOURCES RECORDS

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| 4.36   | RETIREMENT RECORDS    | a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated.  
b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.*  
c) Transfer Local Governmental Employees’ Retirement System (LGERS) forms to Department of State Treasurer.  
d) Transfer applicable records to Personnel Records (Official Copy) (above). | Retention: 29 CFR 1627.3(b)(2) |
|        | Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k).  
| 4.37   | SEASONAL AND CONTRACT WORKER RECORDS | Destroy in office 5 years after date of separation. | Confidentiality:  
G.S. 115C Art. 21A  
G.S. 122C-158  
G.S. 130A-45.9  
G.S. 153A-98  
G.S. 160A-168  
G.S. 161E-257.2  
G.S. 162A-6.1 |
|        | Records concerning seasonal or contractual employees who are not provided with or eligible for benefits.  
SEE ALSO: Personnel Records (Official Copy) (above). | | |
| 4.38   | SECONDARY EMPLOYMENT | a) Destroy in office approved requests and related records 1 year after employee terminates outside employment.  
b) Destroy in office denied requests and related records after 6 months. | | |
|        | Records concerning employees’ requests and authorizations to accept employment with a private entity.  
SEE ALSO: Dual Employment (above.) | | |

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<tr>
<td>4.43</td>
<td>UNEMPLOYMENT COMPENSATION REPORTS</td>
<td>Destroy in office after 5 years.*</td>
<td>Retention: 04 NCAC 24D .0501(a)</td>
</tr>
<tr>
<td>4.44</td>
<td>UNEMPLOYMENT INSURANCE</td>
<td>Transfer to the N.C. Department of Commerce, Division of Employment Security.</td>
<td></td>
</tr>
<tr>
<td>4.45</td>
<td>VERIFICATION OF EMPLOYMENT RECORDS</td>
<td>Destroy in office after 1 year.</td>
<td></td>
</tr>
<tr>
<td>4.46</td>
<td>VOLUNTEER RECORDS</td>
<td>Destroy in office 2 years after completion of assignment.</td>
<td></td>
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<tr>
<td>4.47</td>
<td>WORK SCHEDULES AND ASSIGNMENTS</td>
<td>Destroy in office after 1 year.</td>
<td></td>
</tr>
</tbody>
</table>
| 4.48   | WORKERS’ COMPENSATION PROGRAM ADMINISTRATION | a) Retain in office records with historical value permanently.  
|        |                      | b) Destroy in office remaining records when superseded or obsolete. |          |
| 4.49   | WORKERS’ COMPENSATION PROGRAM CLAIMS | Destroy in office agency's working file for workers’ compensation claims by its employees 5 years after employee returns to work or separates from agency.* | Confidentiality:  
|        |                      |              | G.S. 8-53  
|        |                      |              | G.S. 97-92(b) |

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STANDARD 5: INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes.” (G.S. 132-6.1(c))

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| 5.01   | AUDITS: IT SYSTEMS   | a) Destroy in office 1 year after superseded or obsolete fixity check documentation.  
b) Destroy in office remaining records after disposition of record.* | Confidentiality: G.S. 132-6.1(c) |
| 5.02   | COMPUTER AND NETWORK USAGE RECORDS | Destroy in office after 1 year. | |
| 5.03   | DATA DOCUMENTATION RECORDS | Destroy in office 3 years after system is discontinued and/or replaced. | |

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| 5.04  | DATA MIGRATION RECORDS  
Technical records documenting data migrations.  
*Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.* | Destroy in office 1 year after completion of data migration. |          |
| 5.05  | DATA WAREHOUSES  
Federated data gathered by the agency from other sources for the purposes of comparison and distribution.  
SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | Destroy in office when superseded or obsolete. | Maintain confidentiality consistent with any restrictions placed on the data provider. |
| 5.06  | DIGITIZATION AND SCANNING RECORDS  
Records concerning data entry and imaging operations. Includes quality control records.  
See also REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS, page A-21. | Destroy in office 10 days after digitization.  
*Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.* |          |
| 5.07  | ELECTRONIC RECORDS POLICIES AND PROCEDURES  
Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy. | Destroy in office 3 years after superseded or obsolete. | Confidentiality:  
G.S. 132-1.7(b)  
G.S. 132-6.1(c) |

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### STANDARD 5: INFORMATION TECHNOLOGY RECORDS

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<tr>
<td>5.08</td>
<td>INFORMATION TECHNOLOGY ASSISTANCE RECORDS</td>
<td>Destroy in office 1 year after work is completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.</td>
<td></td>
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</tr>
</tbody>
</table>
| 5.09  | NETWORK AND SYSTEM SECURITY RECORDS | a) Destroy in office finalized cyber incident reports 5 years after resolution.  
b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems.  
c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records. | Confidentiality: G.S. 132-6.1(c) |
|       | Records documenting cybersecurity efforts. Includes records concerning firewalls, anti-virus programs, intruder scanning logs, and other related records. | | |
| 5.10  | NETWORK DIAGRAMS | Destroy in office when superseded or obsolete. | Confidentiality: G.S. 132-6.1(c) |
|       | Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations. | | |

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| 5.11  | PROJECT DOCUMENTATION | a) Retain in office permanently records with historical value.  
b) Destroy in office remaining records 3 years after completion of project. |  |
|       | Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records.  
SEE ALSO: Projects (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). |  |
| 5.12  | SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS | Destroy in office 1 year after software is superseded or obsolete. |  |
|       | Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation. |  |
| 5.13  | SYSTEM ACCESS RECORDS | Destroy in office 1 year after superseded or obsolete. |  |
|       | Records documenting access requests and authorizations, system access logs, and other related records. |  |
| 5.14  | SYSTEM DOCUMENTATION RECORDS | Destroy in office 3 years after superseded or obsolete.  
Confidentiality: G.S. 132-1.1(g)  
G.S. 132-6.1(c) |  |
|       | Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code. |  |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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</table>
| 5.15  | SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE  
Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records.  
b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment. |  |
| 5.16  | SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS  
Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.  
See also Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website. | Destroy in office in accordance with your office’s established, regular backup plan and procedures.±  
Agency Policy: Destroy in office after __________________ |  |
| 5.17  | TECHNICAL PROGRAM DOCUMENTATION  
Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs. | Destroy in office 1 year after superseded or obsolete. |  |

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**2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES**

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</table>
| 5.18   | VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS | a) Destroy in office records concerning line registration when superseded or obsolete.  

b) Destroy in office call logs after 1 year.  

c) Destroy in office voicemail records after 30 days. |  |
| 5.19   | WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE | Destroy in office when superseded or obsolete. |  |

Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications.

SEE ALSO: Website (Electronic) (STANDARD 7: PUBLIC RELATIONS RECORDS).

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### STANDARD 6: LEGAL RECORDS

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

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</table>
| 6.01   | AFFIDAVITS OF PUBLICATION |                          | a) Retain in office permanently if record provides sole evidence of publication.  

b) Destroy in office remaining records after 3 years.* | Authority: G.S. 1-600 |

| 6.02   | ANNEXATION RECORDS |                          | a) Destroy in office withdrawn petitions after 1 year.  

b) Retain remaining records in office permanently.  

Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office and the office of the Secretary of State (G.S. 160A-29, G.S. 160A-58.61 and G.S. 160A-58.90). A map must also be filed with the county board of elections (G.S. 163-288.1). | |
| 6.03   | AUTHENTICATIONS |                          | Retain in office permanently. | |

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| 6.04   | CIVIL RIGHTS CASE RECORDS | a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete.  
   b) Destroy in office discrimination complaints 1 year after final disposition of the charge or the action.*  
   Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as “the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated.” | Retention:  
   29 CFR 1602.14  
   29 CFR 1602.31 |

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<tr>
<td>6.05</td>
<td>CIVIL RIGHTS RECORDS</td>
<td>Destroy in office 3 years after superseded or obsolete.</td>
<td>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4 Retention: 29 CFR 1602.30 29 CFR 1602.32 34 CFR 104.6(c)(2)</td>
</tr>
<tr>
<td></td>
<td>Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans.</td>
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<td>6.06</td>
<td>CONDEMNATION RECORDS</td>
<td>Retain in office permanently.</td>
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<td></td>
<td>Settled and pending condemnation cases.</td>
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<td></td>
<td>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records.</td>
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<tr>
<td>6.07</td>
<td>CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS</td>
<td>Destroy in office 1 year after completion of term or separation.</td>
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<tr>
<td></td>
<td>Completed by the elected agency officials as well as designated staff members in order to disclose an official’s status or ownership interests.</td>
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<td></td>
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<tr>
<td>6.08</td>
<td>CONTRACTS, LEASES, AND AGREEMENTS @</td>
<td>a) Retain in office contracts and agreements with historical value permanently.</td>
<td>Retention: G.S. 1-47(2) G.S. 1-50(a)(5) 45 CFR 164.316 G.S. 1-52</td>
</tr>
<tr>
<td></td>
<td>Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding.</td>
<td>b) Destroy in office sealed contract records 10 years after expiration of contract.*</td>
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<td></td>
<td>SEE ALSO: Software License and Copyright Provisions Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</td>
<td>c) Destroy in office all records related to capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.*</td>
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<td></td>
<td>d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.*</td>
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<tr>
<td></td>
<td></td>
<td>e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*</td>
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<tr>
<td>6.09</td>
<td>DECLARATORY RULINGS</td>
<td>Retain in office permanently.</td>
<td></td>
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<td></td>
<td>Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.</td>
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<tr>
<td>6.10</td>
<td>DELEGATION OF AUTHORITY RECORDS</td>
<td>Destroy in office 1 year after superseded or obsolete.</td>
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<td></td>
<td>Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.</td>
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<tr>
<td>6.11</td>
<td>EASEMENTS AND RIGHT-OF-WAY AGREEMENTS</td>
<td>Destroy in office 10 years after expiration of agreement.</td>
<td></td>
</tr>
<tr>
<td>6.12</td>
<td>ENCROACHMENTS</td>
<td>a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private residents to encroach upon agency property.</td>
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<tr>
<td></td>
<td>Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.</td>
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<tr>
<td>6.13</td>
<td>EXPUNCTIONS</td>
<td>Destroy in office when record is expunged.</td>
<td></td>
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<td></td>
<td>Expunction orders received by local agencies.</td>
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| 6.14   | INVESTIGATION AND HEARING RECORDS  
Records concerning complaints, fraud allegations, contestments, grievances, and inquiries against individuals and other entities. Includes summaries, charges, reports, assessments and findings, hearing transcripts and evidence, decisions and sanctions, referrals, correspondence, and other related records. | Destroy in office 3 years after completion.* | |
| 6.15   | LAND OWNERSHIP RECORDS  
Includes deeds and titles. | Destroy in office 1 year after agency relinquishes ownership of land.* | |
| 6.16   | LEGAL CORRESPONDENCE  
Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions. | Destroy in office after 5 years.  
For information on handling e-mail, see ELECTRONIC RECORDS, page A-11. | Confidentiality: G.S. 132-1.1(a) |
| 6.17   | LEGAL OPINIONS  
Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency. | Retain in office permanently. | |
| 6.18   | LEGAL REVIEW RECORDS  
Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records after expiration of relevant statute of limitations. | Confidentiality: G.S. 132-1.1(a) |

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| 6.19   | LITIGATION CASE RECORDS | a) Retain in office cases having precedential or historical value permanently.  
b) Destroy in office adjudicated cases 6 years after final disposition.  
c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations. | Confidentiality:  
G.S. 132-1.1(a)  
G.S. 132-1.9 |
| 6.20   | OATHS OF OFFICE | Transfer official copy of oath of office to the municipal clerk or the county clerk to the board of commissioners or the clerk of the governing board for permanent retention.  
Retention Note: The Clerk should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. | Authority:  
G.S. 105-349  
G.S. 153A-26  
G.S. 160A-61  
G.S. 160A-68  
G.S. 160A-284  
Retention:  
G.S. 7A-103(2) |
| 6.21   | PERMISSIONS | a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency.  
b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency. | |

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<td>6.22</td>
<td>PRE-TRIAL RELEASE PROGRAM RECORDS&lt;br&gt;Records documenting supervision for defendants who do not pose a risk to the community as they await trial.</td>
<td>Destroy in office 3 years after trial.</td>
<td>Authority: G.S. 132-1.3</td>
</tr>
<tr>
<td>6.23</td>
<td>RELEASE FORMS&lt;br&gt;Records documenting consent and waiving the individual’s right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.</td>
<td>Destroy in office 5 years after termination of release/waiver.</td>
<td>Authority: G.S. 132-1.3</td>
</tr>
<tr>
<td>6.24</td>
<td>SETTLEMENTS&lt;br&gt;Records concerning pre-litigation or informal settlements.</td>
<td>Destroy in office 10 years after expiration.</td>
<td>Authority: G.S. 132-1.3</td>
</tr>
<tr>
<td>6.25</td>
<td>VEHICLE TITLES&lt;br&gt;Titles of agency owned vehicles.</td>
<td>Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.</td>
<td>Authority: G.S. 20-72</td>
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**STANDARD 7: PUBLIC RELATIONS RECORDS**

Official records and materials created and accumulated by internal public relations programs operated by the agency.

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| 7.01   | AGENCY PUBLICATIONS   | a) Retain in office records with historical value permanently.  
|        | Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.  
|        | b) Destroy publications management records after 5 years.  
|        | c) Destroy in office remaining records when reference value ends.  
|        | Agency Policy: Destroy in office after _________________ | | |
| 7.02   | AUDIO-VISUAL RECORDINGS † | a) Retain in office records with historical value permanently.  
|        | Recordings (including digital) and films produced by or for the agency. This does not include recordings of public meetings or security videos.  
|        | b) Destroy in office remaining records when reference value ends.  
|        | Agency Policy: Destroy in office after _________________ | | |
| 7.03   | COMMUNITY AWARDS † | a) Retain in office records with historical value permanently.  
|        | Records concerning awards by the agency recognizing community contributions.  
|        | b) Destroy in office remaining records when reference value ends.  
|        | Agency Policy: Destroy in office after _________________ | | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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| 7.04   | CONFERENCES AND WORKSHOPS @ | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when superseded or obsolete. | | 7.04
| 7.05   | EDUCATIONAL MATERIALS | Destroy in office when superseded or obsolete. | | 7.05
| 7.06   | FUND DRIVE AND EVENT RECORDS | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when superseded or obsolete. | | 7.06

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| 7.05   | EDUCATIONAL MATERIALS | Destroy in office when superseded or obsolete. | | 7.05
| 7.06   | FUND DRIVE AND EVENT RECORDS | a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when superseded or obsolete. | | 7.06

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<td>7.07</td>
<td>INVITATIONS</td>
<td>Destroy in office after event occurs.</td>
<td></td>
</tr>
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</table>
| 7.08  | MEDIA FILE           | Destroy in office when reference value ends.±
Agency Policy: Destroy in office after _________________ |          |
| 7.09  | POPULAR ANNUAL FINANCE REPORT
Comprehensive annual financial report (CAFR) | a) Retain records with historical value permanently.
b) Destroy in office remaining records when superseded or obsolete. |          |
| 7.10  | PUBLIC HEARINGS      | a) Retain in office minutes permanently.
b) Destroy in office remaining records after 1 year. |          |

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| 7.11   | PUBLIC RECORDS REQUESTS  
Formal requests submitted by persons seeking access to agency records along with documentation of agency response.  
Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request. | Destroy in office 2 years after resolution.* |  |
| 7.12   | PUBLICITY RECORDS @  
Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.  
a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when superseded or obsolete.* |  |  |
| 7.13   | SOCIAL MEDIA  
SEE ALSO: Website (Electronic) (below). | See APPENDIX (page A-12) for guidance in handling social media. |  |
| 7.14   | SPEECHES  
Speeches made by agency officials.  
a) Retain in office records with historical value permanently.  
b) Destroy in office remaining records when reference value ends.±  
Agency Policy: Destroy in office after _________________ |  |  |

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### 2021 GENERAL RECORDS SCHEDULE

**LOCAL GOVERNMENT AGENCIES**

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* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

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#### STANDARD 7: PUBLIC RELATIONS RECORDS

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</thead>
</table>
| 7.15   | WEBSITE (ELECTRONIC)  | a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler.  
2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 8: RISK MANAGEMENT RECORDS
Official records created and accumulated to manage risks in the agency.

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</table>
| 8.01   | ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) | a) Transfer records resulting in workers' compensation to Workers’ Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS).  
b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*  
c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.*  
d) Destroy in office reports that do not result in claims or official action after 3 years.  
e) Destroy in office reports of minors after minor has reached age of 21. | Authority: G.S. 166A-19.22 |
| 8.02   | DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY | Retain in office permanently. | Authority: G.S. 166A-19.22 |

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

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</thead>
<tbody>
<tr>
<td>8.03</td>
<td>DISASTER AND EMERGENCY MANAGEMENT PLANS &lt;sup&gt;@&lt;/sup&gt;</td>
<td>Destroy in office when superseded or obsolete.</td>
<td>Confidentiality: G.S. 132-1.7</td>
</tr>
<tr>
<td></td>
<td>Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).</td>
<td></td>
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<tr>
<td>8.04</td>
<td>DISASTER RECOVERY</td>
<td>a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy.&lt;br&gt;b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.</td>
<td></td>
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<tr>
<td></td>
<td>Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations.</td>
<td></td>
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</tr>
<tr>
<td>8.05</td>
<td>EMERGENCY DRILLS AND EQUIPMENT RECORDS</td>
<td>Destroy in office when superseded or obsolete.</td>
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<tr>
<td></td>
<td>Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.</td>
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<tr>
<td>8.06</td>
<td>EMERGENCY NOTIFICATIONS</td>
<td>Destroy in office after 1 year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notifications and alerts sent to residents by Emergency Management or other agency staff regarding a current emergency.</td>
<td></td>
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</table>

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### STANDARD 8: RISK MANAGEMENT RECORDS

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<tr>
<td>8.07</td>
<td>EMPLOYEE SECURITY RECORDS</td>
<td>Destroy in office when superseded or obsolete.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees.</td>
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</tr>
</tbody>
</table>
| 8.08   | FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS | a) Destroy in office inspection reports after 7 years.  
|        | Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.  
|        | b) Destroy in office safety audits after 3 years.  
|        | c) Destroy in office remaining records when superseded or obsolete. | |          |
| 8.09   | FIXED NUCLEAR FACILITIES PLANS FILE | Destroy in office when superseded or obsolete. | Authority:  
|        | Records concerning emergency plans for county fixed nuclear facilities. | | 40 CFR 280.34  
|        | | | Retention:  
| 8.10   | FUEL OIL STORAGE TANK RECORDS | Destroy in office closure records 3 years after completion of permanent closure. | Authority:  
|        | | | 40 CFR 280.74 |
|        | | | |

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### STANDARD 8: RISK MANAGEMENT RECORDS

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| 8.11   | HAZARDOUS MATERIALS MANAGEMENT | a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency.  
b) Destroy in office asbestos records 1 year after building is demolished. *(Note: If building is sold, transfer records to new owner.)*  
c) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials.  
d) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans.  
e) Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after project completion.  
f) Destroy in office remaining records after 30 years. | Retention:  
29 CFR  
1910.1001(j)(3)(ii) |

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### 2021 GENERAL RECORDS SCHEDULE

**STANDARD 8: RISK MANAGEMENT RECORDS**

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<tbody>
<tr>
<td><strong>8.12</strong></td>
<td>INSURANCE POLICIES</td>
<td>a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.*&lt;br&gt;b) Destroy in office certificates of insurance after 1 year.&lt;br&gt;c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims.&lt;br&gt;d) Destroy in office remaining records after 1 year after superseded or obsolete.</td>
<td></td>
</tr>
<tr>
<td><strong>8.13</strong></td>
<td>LOSS CONTROL INSPECTION REPORTS</td>
<td>Destroy in office when superseded or obsolete.</td>
<td></td>
</tr>
<tr>
<td><strong>8.14</strong></td>
<td>LOST, STOLEN, OR DAMAGED PROPERTY REPORTS</td>
<td>Destroy in office after 2 years.*</td>
<td></td>
</tr>
<tr>
<td><strong>8.15</strong></td>
<td>NATIONAL FLOOD INSURANCE PROGRAM RECORDS</td>
<td>a) Retain in office permanently floodplain management ordinances.&lt;br&gt;b) Destroy in office copies of flood insurance rate maps, elevation certificates, and elevation information when superseded or obsolete.</td>
<td></td>
</tr>
</tbody>
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<tr>
<td>8.16</td>
<td>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)</td>
<td>Destroy in office after 5 years.</td>
<td>Retention: 29 CFR 1904.33 29 CFR 1904.44</td>
</tr>
<tr>
<td>Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 8.17   | SAFETY DATA SHEETS | Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions.  
*Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.* | Retention: 29 CFR 1910.1020(d)(1)(ii)(B) |
| Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency. |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.
STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

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<tbody>
<tr>
<td>9.01</td>
<td>AUDIT/AUDIT RESOLUTIONS</td>
<td>Destroy in office after 3 years.</td>
<td>Authority: OMB Circular A-133 29 CFR 97.26</td>
</tr>
<tr>
<td>9.02</td>
<td>LOCAL AREA JOB TRAINING PLAN RECORDS</td>
<td>Destroy in office when superseded or obsolete.</td>
<td>Authority: 20 CFR 652.8</td>
</tr>
<tr>
<td>9.03</td>
<td>PARTICIPANT RECORDS</td>
<td>Destroy in office 3 years after close of audit/final year expenditure.*</td>
<td>Authority: 20 CFR 652.8</td>
</tr>
</tbody>
</table>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. **What is this “records retention and disposition schedule”?**

   A. This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

   This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. **How do I get this schedule approved?**

   A. This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. **Am I required to have all the records listed on this schedule?**

   A. No, this is not a list of records you must have in your office.

Q. **What is “reference value”?**

   A. Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.

Q. **Do the standards correspond to the organizational structure of my agency?**

   A. Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.

Q. **What if I cannot find some of my records on this schedule?**

   A. Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-19) can be used for such requests.

Q. **What are public records?**

   A. The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:

   “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the
transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. **Is any person allowed to see my records?**

A. Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

> “Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at ± times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. **What about my confidential records?**

A. Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. **Am I required to make available to the public copies of drafts that have not been approved?**

A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. **What do I do with permanent records?**

A. Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “a program for the selection and preservation of public records considered essential to the operation of government and to the protection of the rights and interests of persons” (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records
available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.

- Adoptions, marriages, and divorces document changes in familial relationships. Though adoptions are confidential (not available for public inspection), they document changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. **What is historical value?**

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its constituents. Two criteria for determining historical value are inherent interest and extraordinary documentation:

- **Inherent interest** is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
- **Extraordinary documentation** is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of residents and organizations?
- Do they have a long-term impact on residents and organizations?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency’s policies or initiatives?
- Do they summarize an agency’s activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. **What if I do not have any records?**

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. **I have a lot of unsorted records. What’s a good first step for getting a handle on these records?**

A. We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on page A-22. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.
Q. *May I store our unused records in the basement, attic, shed, etc.?*

A. Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?*

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren’t all our old records at the State Archives of North Carolina?*

A. Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. *I found some really old records. What should I do with them?*

A. Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

A. Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. *Whom can I call with questions?*

A. If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.
AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See Audits: Performance (STANDARD 1: ADMINISTRATIVE AND MANAGEMENT RECORDS) and Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.
TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Records Schedule: Local Government Agencies, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. **What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?**

A. Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Records Schedule: Local Government Agencies or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. **What about research materials, drafts, and other working papers used to create a final, official record?**

A. Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

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• Drafts and working papers for internal administrative reports, such as daily and monthly activity reports

• Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and

• Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

A. If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they should be retained according to the disposition instructions for the records series encompassing the forms’ function.

See also the State Archives of North Carolina’s guidance on digital signatures found at: https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-signatures
DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.

Q. How do I destroy records?

A. After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

1) burned, unless prohibited by local ordinance;
2) shredded, or torn so as to destroy the record content of the documents or material concerned;
3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practically reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.
Q. **Am I required to tell anyone about the destructions?**

A. We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, [https://archives.ncdcr.gov/government/rm-tools](https://archives.ncdcr.gov/government/rm-tools)).
## Destructions Log

<table>
<thead>
<tr>
<th>County/Municipality</th>
<th>Division</th>
<th>Section</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location(s) of Records</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Series</th>
<th>Required Retention</th>
<th>Date Range</th>
<th>Volume (file drawers or MB)</th>
<th>Media (Paper, Electronic)</th>
<th>Date of Destruction</th>
<th>Method of Destruction</th>
<th>Authorization for Destruction</th>
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</tbody>
</table>
Q. **When can I delete my e-mail?**

A. E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009), available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](http://archives.nc.gov)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

---

Q. **May I print my e-mail to file it?**

A. We do not recommend printing e-mail for preservation purposes. Important metadata is lost when e-mail is printed.

---

Q. **I use my personal e-mail account for work. No one can see my personal e-mail, right?**

A. The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.
Q. **We have an imaging system. Are we required to keep the paper?**

A. You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.


Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

**Non-permanent records** may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. **Computer storage is cheap. Can I just keep my computer records permanently?**

A. The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. **What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?**


Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years (see Leave Records, STANDARD 4: HUMAN RESOURCES RECORDS).
**GEOSPATIAL RECORDS**

**Q. Why should geographic information system (GIS) datasets be retained and preserved?**

**A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government’s legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

**Q. What GIS datasets should be preserved by local governments?**

**A.** The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes

For more information, see **STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS**.

**Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?**

**A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

**Q. What data formats, compression formats, and media should be used to preserve the data?**

**A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at [https://it.nc.gov/about/boards-commissions/gicc](https://it.nc.gov/about/boards-commissions/gicc).
Q. Who should be responsible for creation and long-term storage of archived data?

A. The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county’s GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.
Q. What is the advantage to having security preservation copies of records stored with the State Archives?

A. Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

A. The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.

Q. How do I start the process of backing up the above listed records?

A. We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the Certification of the Preparation of Records for Security Preservation Copy form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in “Transfer of Minutes in Digital Formats for Microfilming” or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

A. Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.
Q. Can I obtain digital copies of the security preservation records?

A. Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.
DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you’re in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

**DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.**

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.

Q. What are essential records?

A. Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:

- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
- **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.
STAFF TRAINING

Q. *What types of workshops or training do you offer?*

A. We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:

- Managing public records in North Carolina
- Disaster preparedness and recovery
- Confidentiality
- Organizing paper and digital files
- Digital communications

Q. *Will you design a workshop especially for our office?*

A. Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. *Are workshops offered only in Raleigh?*

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public. To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst [here](https://archives.ncdcr.gov/government/local/analysts).

Q. *Is there a fee for workshops?*

A. Not at this time.

Q. *Are the workshops available in an online format?*

A. We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see [here](https://archives.ncdcr.gov/government/training/webinars). You can also find several online tutorials available on the State Archives of North Carolina website [here](https://archives.ncdcr.gov/government/training/online-tutorials-and-resources).
Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _______________________________

☐ Add a new item
☐ Delete an existing item
☐ Change a retention period

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:       Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:                     

Signature   Title   Date

Approved by:                      

Signature   Requestor’s Supervisor   Date
Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

In accordance with the provisions of N.C. Gen. Stat. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

<table>
<thead>
<tr>
<th>RECORDS TITLE AND DESCRIPTION</th>
<th>INCLUSIVE DATES</th>
<th>QUANTITY</th>
<th>RELEVANT STATUTORY REGULATIONS</th>
<th>PROPOSED RETENTION PERIOD</th>
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Requested by:  
Signature  
Title  
Date

Approved by:  
Signature  
Requestor's Supervisor  
Date

Concurred by:  
Signature  
Assistant Records Administrator  
State Archives of North Carolina  
Date
Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

<table>
<thead>
<tr>
<th>Agency Contact Name:</th>
<th>Date (MM-DD-YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone (area code):</td>
<td>Email:</td>
</tr>
<tr>
<td>County/Municipality:</td>
<td>Office:</td>
</tr>
<tr>
<td>Mailing address:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Series Title</th>
<th>Description of Records</th>
<th>Inclusive Dates</th>
<th>Approx. Volume of Records</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>A group of records as listed in records retention schedule</td>
<td>Specific records as referred to in-office</td>
<td>(1987-1989; 2005-present)</td>
<td>(e.g. “1 file cabinet,” “5 boxes”)</td>
<td>As listed in records retention schedule</td>
</tr>
</tbody>
</table>

Requested by:  
Signature:  
Title:  
Date:  

Approved by:  
Signature:  
Requestor’s Supervisor:  
Date:  

Concurred by:  
Signature:  
Assistant Records Administrator:  
State Archives of North Carolina:  
Date: 

## File Plan

<table>
<thead>
<tr>
<th>County/Municipality</th>
<th>Division</th>
<th>Section</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Series</td>
<td>Records Creator</td>
<td>Records Owner (if record copy is transferred within the agency)</td>
<td>Media (Paper, Electronic, Scanned)</td>
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</table>
Related Records Series Found in Local Agency Program Schedules

In some limited cases, records series with similar names and/or functions that are created and maintained by local government entities have not been superseded by the General Records Schedule: Local Government Agencies. These records series are described as unique records series in one of the local program retention schedules issued separately by DNCR for use by specific local agencies. This duplication occurs when records with similar names and/or functions have different retention guidance due to statutory, legal, evidentiary, or fiscal requirements. An example of this is the accounts receivable records series. In the General Records Schedule, the Accounts Receivable records series has a disposition instruction of “Destroy in office 3 years after collection.” In the Local Health Departments Schedule, the Accounts Receivable: Clinical Services records series also includes the disposition instruction, “Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.” In both cases, the records series documents the money received by the local agency, however, the retention requirements for the Accounts Receivable: Clinical Services differ due to specific retention requirements concerning the management and dispersal of grant funds.

The purpose of this table is to provide a source for determining if the general records series item listed in the General Records Schedule: Local Government Agencies covers the function and/or retention requirements associated with the records created by your agency or if a specific program schedule applies. This table provides pointers to the relevant records series that can be found in one or more of the local agency program schedules.

Here’s how to use the table:

- The records series found in the left-most column are listed and described in the General Records Schedule: Local Government Agencies and appear in this schedule with a @ beside them.

  **ACCOUNTS RECEIVABLE @**
  
  Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.

- The middle column lists similar records series from one or more of the schedules that have been issued separately for use by specific local agencies.

- The right-hand column lists the local agency program schedule that includes the records series listed in the middle column. The agencies represented in the right column include, but are not limited to, local health departments, Registers of Deeds, Sheriff’s offices, local social services agencies, and tax offices.

If you need further information, please contact a Records Management Analyst.

<table>
<thead>
<tr>
<th>Local General Schedule Records Series</th>
<th>Related Records Series</th>
<th>Local Program Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>Accounts Receivable: Clinical Services</td>
<td>Local Health Departments Schedule</td>
</tr>
<tr>
<td>Local General Schedule Records Series</td>
<td>Related Records Series</td>
<td>Local Program Schedule</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Accounts Receivable (cont.)</td>
<td>Accounts Receivable – Client Services</td>
<td>LME Schedule</td>
</tr>
<tr>
<td>Administrative Directives, Regulations, and Rules</td>
<td>State Board of Elections Numbered Memos</td>
<td>County Board of Elections Schedule</td>
</tr>
<tr>
<td>Audits: Financial</td>
<td>Clinical Record Audits</td>
<td>LME Schedule</td>
</tr>
<tr>
<td>Administrative Directives, Regulations, and Rules</td>
<td>Clinical Record Audits</td>
<td>LME-MCO Schedule</td>
</tr>
<tr>
<td>Audits: Performance</td>
<td>Pharmacy Audit Records</td>
<td>Local Health Departments Schedule</td>
</tr>
<tr>
<td>Blueprints and Specifications</td>
<td>Blueprints and Specifications</td>
<td>Local Government Agencies Program Schedule</td>
</tr>
<tr>
<td>Community Awards</td>
<td>Student Awards and Honors Records</td>
<td>Local Public School Unit Schedule</td>
</tr>
<tr>
<td>Conferences and Workshops</td>
<td>Health Promotion Training Records</td>
<td>Local Health Departments Schedule</td>
</tr>
<tr>
<td>Constituent Comments, Complaints, Petitions, and Service Requests</td>
<td>Animal Complaint Records</td>
<td>Local Government Agencies Program Schedule</td>
</tr>
<tr>
<td>Administrative Directives, Regulations, and Rules</td>
<td>Illegal Dumping File</td>
<td>County Sheriff’s Office</td>
</tr>
<tr>
<td>Audits: Financial</td>
<td>Violations: Building and Housing</td>
<td>County Social Services Agencies Schedule</td>
</tr>
<tr>
<td>Administrative Directives, Regulations, and Rules</td>
<td>Violations: Solid Waste Management</td>
<td>Local Health Departments Schedule</td>
</tr>
<tr>
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