

# Where are my records?

## Communication Records

Functional Schedule for  
North Carolina  
State Agencies



NC DEPARTMENT OF  
NATURAL AND CULTURAL RESOURCES

# Functions of State Government

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

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





To a colleague in my workplace



To a clientele with whom my agency works



To the general public



From a colleague in my workplace



From the general public



From an external agency

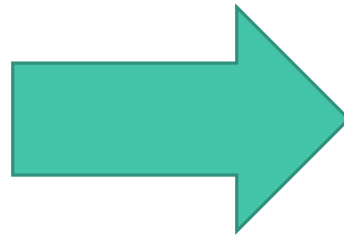


None of these



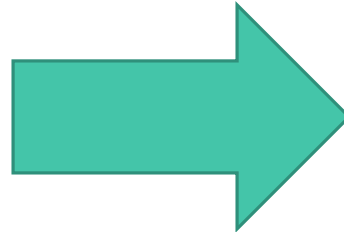
## Are the records to a colleague in my workplace?

logistics



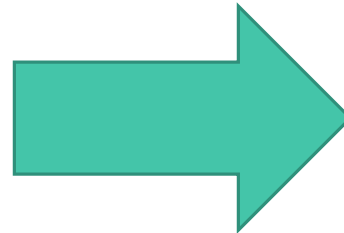
RC No. 135.S:  
Logistics Materials

drafts



Although public records,  
drafts are considered  
Transitory Records (see  
pp.5-6 in overview).

specific to a  
particular function

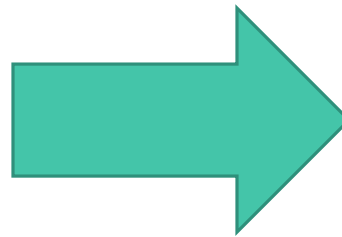


list of specific agency  
functions available at  
[https://archives.ncdcr.gov  
v/documents/agency-  
functions](https://archives.ncdcr.gov/documents/agency-functions)



# Are the records to a clientele with whom my agency works?

specific to a  
particular function

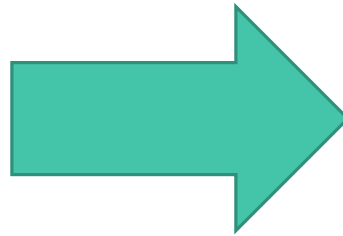


list of specific agency  
functions available at  
[https://archives.ncdcr.  
gov/documents/agen  
cy-functions](https://archives.ncdcr.gov/documents/agency-functions)



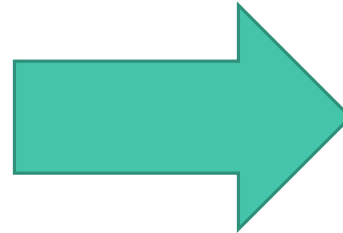
# Are the records to the general public?

official agency publications



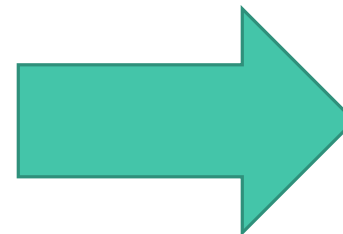
RC No. 1513.T:  
Official Publications

newsletters delivered via e-mail



RC No. 1511.S:  
Brochures/Pamphlets

social media sites that contain unique content

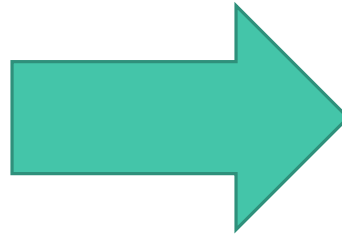


RC No. 1515.A: Social Media and Websites



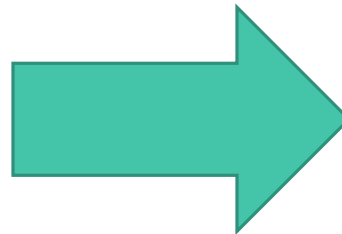
## Are the records from a colleague in my workplace?

for informational purposes and requiring no response



RC No. 125.R:  
Reference Files

specific to a particular function

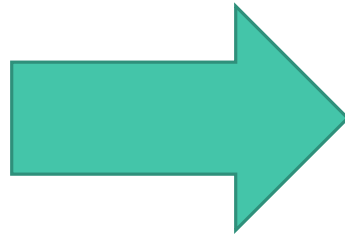


list of specific agency functions available at <https://archives.ncdcr.gov/documents/agency-functions>



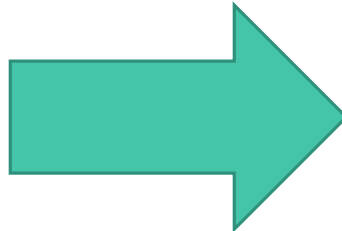
## Are the records from the general public?

specific to a particular function



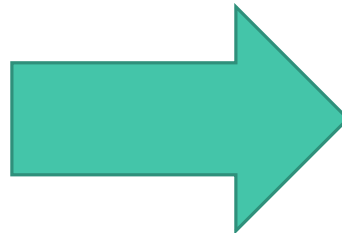
list of specific agency functions available at <https://archives.ncdcr.gov/documents/agency-functions>

complaint against employee or agency



RC No. 811: Complaints  
RC No. 1522: Constituent Comments, Complaints, and Petitions

request for service or information



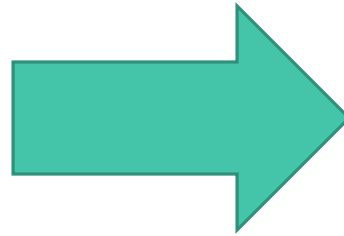
RC No. 1523.1: Constituent Requests





# Are the records from an external agency?

for informational purposes and requiring no response



RC No. 125.R:  
Reference Files



## Executive Order 12

Remember, if you work for an executive agency subject to McCrory's Executive Order 12, any communications sent or received via e-mail are subject to the 5-year retention requirement established therein. As included in the previous examples, if there is a shorter retention requirement in the *Functional Schedule for North Carolina State Agencies*, you must always abide by the more restrictive requirement (in this case, 5 years). Likewise, if you have e-mails that are part of a record type with a longer retention than 5 years (e.g., Legal Case Records), you are responsible for that longer retention.

See

<http://digital.ncdcr.gov/utills/getdownloaditem/collection/p16062coll5/id/20570/filename/20571.pdf/mapsto/pdf> for the full text of the Executive Order.

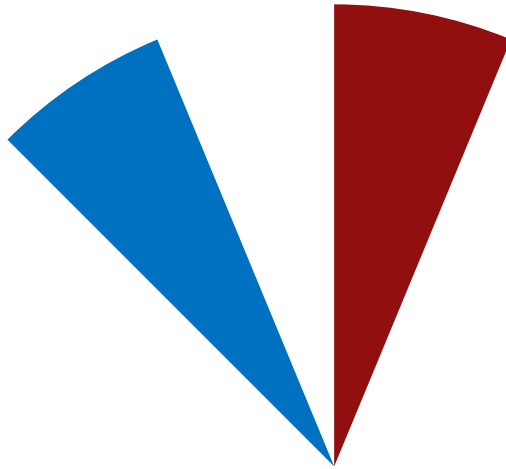


# Functions of State Government

Other than the communication records in your office that relate to a specific function of your agency, you can find the appropriate retention and disposition instructions for the remainder in one of two functions:



# Functions of State Government



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



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

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



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

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

