#### Records Series Evaluation Request

*Prior to filling out this form, call (919) 814-6900 and ask for the Records Management Analyst assigned to your department. The analyst will assist you in completing this form.*

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| --- | --- | --- |
| **Contact Name:** | | **Date:** |
| **Phone:** | **Email:** | |
| **Department:** | | |
| **Division:** | **Section:** | |
| **Branch:** | **Unit:** | |

**Agency representative: Please complete Sections I and II.**

**Section I: Describe the records series.**

A records series is a group of similar records that are arranged according to a filing system and that are related as a result of being created, received, or used in the same activity.

**I have reviewed the sixteen functional standards for the state agency retention and disposition schedule.**

This records series is not represented in any standard.

This records series is represented in standard but requested changes are described below.

This records series is represented in standard but needs to be added to the Records Storage Memorandum, dated .

**Series Title:**

How do the users of these records refer to them in conversation or formal correspondence?

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**Description:**

What purpose do these records serve? What could someone expect to find when examining the records?

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**Dates:**

Is your office still creating or receiving these records in the present?  **Yes  No**

How far back do these records go? In your office:

In the State Records Center (or other offsite storage facility):

In electronic backups or archives:

**This records series includes (check all that apply):**

Paper Records Microfilm/Microfiche Scanned Records

Databases E-mail Other Electronic Records

**The records contain confidential information:  Yes  No**

**List any statutory or regulatory provision(s) affecting the creation, use, or retention of these records.**

For example, G.S. 126-22, 126-23, and 126-24 define the confidentiality of personnel records for state employees.

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**Records series is subject to: state audit  federal audit**

If either is true, explain:

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**What else do we need to know about this records series?**

For example, are there external stakeholders in the creation, use, or retention of these records?

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**Section II: Propose disposition of the records.**

**This records series is (Check all that apply):**

**Inactive:** Records no longer have reference or evidentiary value to the agency.

All existing records should be destroyed immediately.

This includes records currently stored at the State Records Center.

Records should be destroyed when they are years old.

This includes records currently stored at the State Records Center.

**Active and already scheduled:** Follow retention requirements in Standard      , RC No.      **.** Add records series to Records Storage Memorandum.

**Active:** Records continue to have reference or evidentiary value to the agency. The requested trigger and retention period are:

**Retain until**:

**Plus**:

T**hen:**

**In accordance with the provisions of G.S. 121 and 132, we request concurrence from the Department of Natural and Cultural Resources for the disposition of these records, as described above.**

Requested by: , ,

Signature Title Date

Endorsed by: , ,

Signature Chief Records Officer Date

***Submit completed form to the Records Management Analyst assigned to your agency for review by Government Records Section personnel.***

**Section III: Records Analysis and Records Description Review and Recommendations**

Reviewed by Records Analyst:

Signature Date

**Evaluation of the agency’s request:**

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**Recommended action:**

**Destroy immediately.** Records are inactive and have met retention requirements in Standard      , Item      .

**Follow retention requirements in Standard** **, Item** **.**

**Amend Standard**   to add this records series:

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Disposition** |
|  |  | **Retain until**:  **Plus**:  T**hen:** |

**Appraisal report is attached.**

**Amend the Records Transfer Agreement to include this item.**

Reviewed by Records Analysis Supervisor:

Signature Date

Reviewed by Records Description Supervisor:

Signature Date

**Section IV: Assistant State Records Administrator’s Final Determination:**

Signature Date

**Destroy immediately.** Consent to destroy is given, effective immediately.

**Amend Standard** **,** to add this records series:

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Disposition** |
|  |  | **Retain until**:  **Plus**:  T**hen:** |

**Amend the Records Transfer Agreement to include this item.**

New bibliographic record created in AXAEM: Record ID .

Completed by Records Analyst:

Signature Date