#### 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