6. Governance

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

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An index for the entire functional schedule is available on the functional schedule documents page at https://archives.ncdcr.gov/documents/functional-schedule-state-agencies.

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

These functional schedules apply to records in all media, unless otherwise specified. The State Archives of North Carolina recommends that agencies develop a file plan that documents the owners of record copies, internal definitions of reference value, and record formats. Information about the NC Public Records Act, confidentiality, destructions, audits and litigation actions, and electronic records can be found in the overview to the functional scheduling initiative. (These documents are available on the state agency records management documents page at https://archives.ncdcr.gov/documents/state-agency-rm.) A key for the functional schedule along with definitions of important records management terms can be found in the glossary to this schedule.

6.1 Administering Elections

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

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

RC No.	Record Types	Description	Disposition Instructions	Citation
611.A	Campaign Reports	reports filed with the State Board of Elections by candidates, referendum committees, and legal expense funds; includes analyses of campaign committees' finances	PERMANENT (archival) ∞	
612.A	Certifications	certifications prepared by the State Board of Elections and filed with the Department of the Secretary of State; includes notices of candidacy, certificates of nomination or election, and certificates of results of referenda and elections	PERMANENT (archival) ∞	Authority G.S. § 163-182.15
613.A	County Abstracts of Votes	abstracts of votes compiled by the county boards of elections after completion of county canvases and maintained by the Department of the Secretary of State	PERMANENT (archival) ∞	
614.P	Elector Records	nominations filed with the Department of the Secretary of State	PERMANENT	Authority G.S. § 163-108(a)
		certificates of ascertainment prepared by the Office of the Governor for the Archivist of the United States		Authority G.S. § 163-210

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Description	Disposition Instructions	Citation
615.A	Electoral Petitions	records concerning requests to the State Board of Elections to have name printed on ballot as an unaffiliated candidate, to qualify as a write-in candidate, to recognize a new political party, or to be endorsed by a national political party for the office of President of the United States	PERMANENT (archival) ∞	Authority G.S. § 163-107.1 G.S. § 163-122 G.S. § 163-123 G.S. § 163-96(a)(2) G.S. § 163-213.5
616.P	Precinct Boundary Maps *NOTE: In North Carolina, the General Assembly is responsible for drawing congressional as well as state legislative and judicial district lines.*	alterations to approved precinct boundaries as requested by county boards of elections and reviewed by the Executive Director of the State Board of Elections	PERMANENT (appraisal required) ∞	Authority G.S. § 163-128
616.2		proposed alterations to precinct boundaries that are rejected by the Executive Director of the State Board of Elections	RETAIN UNTIL: Rejection PLUS: 2 years THEN: Destroy	
617.A	State Abstracts of Votes	original abstracts and certifications of votes of the state prepared by the State Board of Elections and maintained by the Department of the Secretary of State	PERMANENT (archival) ∞	
618.A	Voting Rights Act Records	submissions of NC legislative changes that are required to be filed for the General Assembly with the U.S. Department of Justice by the Administrative Office of the Courts, NC Department of Justice, State Board of Elections, State Board of Education, or the Secretary of State	PERMANENT (archival) ∞	Authority G.S. § 120 Art. 6A

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

6.2 Executive Office

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

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

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

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

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

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Description	Disposition Instructions	Citation
6210.A	Ombudsmen SEE ALSO: Improper Conduct Investigations (MONITORING AND COMPLIANCE)	records related to the work of the ombudsman in the Office of the Governor	PERMANENT (archival) ∞	
6211.A	Policy and Legal	records documenting the policies developed and enacted by the Offices of the Governor and Lieutenant Governor; also includes legal work of the offices	PERMANENT (archival) ∞	Confidentiality G.S. § 148-74 G.S. § 148-76 *Goble* v. *Bounds* (13 N.C. App. 579)
6212.A	Scheduling	schedules of the Governor, First Spouse, and Lieutenant Governor	PERMANENT (archival) ∞	
6213.A	Speeches, Press Releases, and Briefings	records related to the activities of the Offices of the Governor and Lieutenant Governor with regards to communications through speeches, interviews, press releases, and briefings	PERMANENT (archival) ∞	
6214.A	Strategic Planning and Initiatives	records related to the activities of the Offices of the Governor and Lieutenant Governor that document strategic planning and initiatives promoted by the administration	PERMANENT (archival) ∞	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

6.3 Governing and Advising

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

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

RC No.	Record Types	Description	Disposition Instructions	Citation
631.A	Appointments to Service SEE ALSO: Oaths of Office (below), Executive Appointments (above)	records maintained by the Department of the Secretary of State concerning appointments or reappointments issued by the Office of the Governor, Lieutenant Governor, members of the General Assembly, or other appointing authority; includes letters and notices/ commissions of appointments and oaths of office of board and commission members; also includes resignations from the General Assembly	PERMANENT (archival) ∞	Authority G.S. § 143 Art. 2B
631.1		records concerning appointments or reappointments issued by the agency	RETAIN UNTIL: Service ends PLUS: 1 year THEN: Destroy	
631.R		records related to selections of members; includes recommendations or nominations and other related records	RETAIN UNTIL: Reference value ends THEN: Destroy Agency Policy: _____	
632.P	Charters and Bylaws	documents defining the formal organization and standing rules of governing bodies	PERMANENT	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Description	Disposition Instructions	Citation
633.P	Governing and Advisory Body Correspondence SEE ALSO: Correspondence (AGENCY MANAGEMENT)	internal and external communications of board members related to decision-making, policy development, and other high-level planning	PERMANENT (appraisal required) ∞	
633.3		transitory correspondence of board members	RETAIN UNTIL: Received/Sent PLUS: 3 years THEN: Destroy*	
634.1$_1$	Governing and Advisory Body Member Files SEE ALSO: Executive Appointments (above)	records concerning members of elected and appointed bodies other than those appointed by the Governor or Lieutenant Governor; includes oaths of office, codes of conduct, ethics statements, agreements, notices of resignation, and other related records	RETAIN UNTIL: Service ends PLUS: 1 year THEN: Destroy	
634.1$_2$		waivers from board members choosing not to receive stipend/per diem payments	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy	
634.P		historical biographical information on members; includes resumes/CVs and photographs	PERMANENT (appraisal required) ∞	
634.S		routine biographical information on members; includes resumes/CVs and photographs	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	
635.P	Governing and Advisory Body Minutes	approved minutes for governing or advisory bodies; includes minutes, attachments, and addenda	PERMANENT (appraisal required) ∞	Authority G.S. § 143-318.10(e)
635.<$_1$	(continued on following page)	agendas and other records related to planning meetings	RETAIN UNTIL: Approval of minutes THEN: Destroy	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Description	Disposition Instructions	Citation
635.<2	Governing and Advisory Body Minutes (cont.)	audio or video recordings of meetings *NOTE: If these serve as the official minutes, as allowed by G.S. § 143-318.10(e), their retention should be permanent. The disposition instructions at the right apply to recordings produced solely for the purpose of generating official written minutes.*	RETAIN UNTIL: Approval of minutes THEN: Destroy	
636.A	Oaths of Office SEE ALSO: Appointments to Service (above)	official copies of oaths taken by various state personnel as required by law and maintained by the Department of the Secretary of State; also includes oaths of office by members of the General Assembly	PERMANENT (archival) ∞	
637.10	Statements of Economic Interest (SEI)	records concerning personal and financial interest disclosures filed with the State Ethics Commission by individuals covered under the State Government Ethics Act	RETAIN UNTIL: Complete PLUS: 10 years Ω THEN: Destroy	Authority G.S. § 138A-22

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

6.4 Lawmaking and Rulemaking

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

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

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

RC No.	Record Types	Description	Disposition Instructions	Citation
641.A	Administrative Code	State of North Carolina's rules submitted by state agencies to the Office of Administrative Hearings; includes official signed submission forms and original copies of rule text as adopted; also includes Rules Review Commission notebooks	PERMANENT (archival) ∞	Retention G.S. § 150B-21.18
642.A	General Assembly Messages	messages exchanged by the NC House of Representatives and the NC Senate	PERMANENT (archival) ∞	
643.P	Government Affairs Records	records with historical significance produced in the course of liaising with other government officials regarding agency priorities	PERMANENT (appraisal required) ∞	
643.R		routine government affairs records; includes legislative liaisons	RETAIN UNTIL: Reference value ends THEN: Destroy Agency Policy: _____	
644.A	House and Senate Proceedings	daily records of official proceedings of the NC House of Representatives and the NC Senate; also includes lists of members attending, business transacted at sessions, calendars, and other supporting documents	PERMANENT (archival) ∞	Authority G.S. § 120-27 G.S. § 120-29
		electronic recordings of daily sessions in the General Assembly	PERMANENT (archival) ∞	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Description	Disposition Instructions	Citation
645.A	Legislation	includes official copies of session law, ratified acts, and resolutions enacted by the General Assembly and maintained by the Department of the Secretary of State; also includes failed to pass bills that were not enrolled by the General Assembly	PERMANENT (archival) ∞	
646.A	Legislative Committee Records SEE ALSO: Reporting (AGENCY MANAGEMENT)	records documenting legislative committees, study committees, standing, and non-standing committees in the General Assembly; includes reports, minutes, presentations, testimony, votes, correspondence, memoranda, and other related records	PERMANENT (archival) ∞	
646.<		audio or video recordings of meetings	RETAIN UNTIL: Approval of minutes THEN: Destroy	
647.A	Petitions SEE ALSO: Constituent Comments, Complaints, and Petitions (PUBLIC RELATIONS)	original petitions delivered to the General Assembly	PERMANENT (archival) ∞	
648.A	Roll Calls and Electronic Votes	records identifying members present and absent from General Assembly sessions and results of electronic voting	PERMANENT (archival) ∞	
649.P	Rule Making Proceedings *Note: Fiscal notes and certifications produced by the Office of State Budget and Management are required to be retained by the requesting agency.* SEE ALSO: Official Publications (PUBLIC RELATIONS)	records concerning rule making proceedings within the agency; includes written comments and petitions received, transcripts or recordings of public hearings, certifications, fiscal notes, and written explanations for adopting the rule	PERMANENT	Authority G.S. § 150B-19.1 Retention G.S. § 150B-21.2(i)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.
∞ See appendix for list of item numbers for records that should transfer to the State Archives.
Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

Records That Will Transfer to the State Records Center

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

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

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

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

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

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

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

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

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

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

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

618.A Voting Rights Act Records: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
State Board of Elections	Voting Rights Act Preclearance Letters and Documents File	30620

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

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

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

Agency	Series Title	Item Number
Office of the Governor	Commutations File	33997
	Governor's Clemency Office Miscellaneous Inmate Correspondence File	33999
	Governor's Clemency Office Miscellaneous Inmate Correspondence (Death Row Cases) File	47828
	Pardons File	34000

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

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

624.A Constituent Services: Transfer e-mail in 6-month increments for immediate transfer to the custody of the Archives. Transfer remaining electronic records and system description to the State Records Center at the end of the Governor's administration for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Office of the Governor	Mail Tracking Database and Issues File	34904
	Office of the Governor Constituent Services Issues Correspondence File	46104

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

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

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

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

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

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

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

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

Agency	Series Title	Item Number
Office of the Governor	Council of Governments (COGs)/Regionalism File	45953
	County Commissioners Association File	45952
	Governor to Governor Communications File	48937
	Governor's Substance Abuse and Underage Drinking Prevention and Treatment Task Force Minutes File	50387
	Intergovernmental and External Relations Director's Correspondence File	44238
	Intergovernmental and External Relations Washington D.C. Office Director's Correspondence File	48934
	League of Municipalities File	45954
	National Governors Association (NGA) File	21904 48935
	NC Congressional Delegation File	48938
	North Carolina-International Meetings File	48381
	Office Administration File	123
	Presidential Communications File	48929 48936
	Southern Governors' Association (SGA) File	21907
	Southern Growth Policies Board (SGPB) General File	44245
	Southern Growth Policies Board (SGPB) Meetings File	21910
	Southern States Energy Board (SSEB) File	21911
	Washington D.C. Office File	47910
	Western Residence Board of Directors Minutes File	50440
Office of the Lieutenant Governor	Boards and Commissions File	2466
	Senate Committee File	2469

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

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

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

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

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

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

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

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

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

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

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

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

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

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title	Item Number
Office of the Governor (cont.)	Transportation Performance Planning Group Minutes File	37882
	Volunteerism File	48942
Office of the Lieutenant Governor	Issues Research File	45449

631.A Appointments to Service: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Department of the Secretary of State	Appointments File	16289
General Assembly	Senate Appointments and Confirmation File	1510
	House of Representatives Resignations and Appointments File	34938

633.P Governing and Advisory Body Correspondence: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Administrative Hearings, Office of	Human Relations Commission and Governor's Correspondence File	11050
Education, State Board of	Chairman's Correspondence File	47529
Elections, State Board of	County Boards of Elections Correspondence File	3267
Public Safety, Department of	Governor's Crime Commission Executive Director's Correspondence File	48426
	Inmate Grievance Resolution Board Director's Correspondence File	660
	Post-Release Supervision and Parole Commission Chairman's Correspondence File	10366

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

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

635.P Governing and Advisory Body Minutes:

Group 1: Transfer official copy of approved minutes and attachments to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Acupuncture Licensing Board	Minutes File	49241
Administration, Department of	Domestic Violence Commission Minutes File	49914
	Martin Luther King, Jr. Commission Minutes File	49560
	North Carolina Council for Women and Youth Involvement Minutes File	4029
	North Carolina Internship Council Minutes File	49953
	State Building Commission Minutes File	32
	State Youth Advisory Council Minutes File	11536
Administrative Hearings, Office of	Human Relations Commission Minutes File	11040
Agriculture and Consumer Services, Department of	Gasoline and Oil Inspection Board Minutes File	50305
	North Carolina Agricultural Finance Authority Minutes File	50830
	N.C. Plant Conservation Board Minutes File	35564
	Soil and Water Conservation Commission Minutes File	2735
	Soil and Water Conservation District Records File	2739
	Tobacco Trust Fund Commission Minutes File	49239
Barber Examiners, State Board of	Minutes File	20971
Cemetery Commission, North Carolina	Minutes File	3987

Agency	Series Title	Item Number
Certified Public Accountant Examiners, State Board of	Minutes File	21058
Chiropractic Examiners, State Board of	Minutes File	28882
Commerce, Department of	Economic Investment Committee (EIC) Minutes File	48382
	Morehead City Navigation and Pilotage Commission (MCNPC) Minutes File	12412
	N.C. Board of Science, Technology, and Innovation Minutes File	19685
	N.C. Seafood Industrial Park Authority Minutes File	14982
	NCWorks Commission Minutes File	48068
	Rural Electrification Authority (REA) Minutes File	4030
	Rural Infrastructure Authority File	50587
	Tax Reform Allocation Committee (TRAC) Minutes File	48383
Commerce, Department of – Economic Development Partnership of North Carolina	Economic Development Partnership Board File	14771
Community College System, North Carolina	Apprenticeship Council Minutes File	2449
	State Board of Community Colleges Minutes File	3524
Counselors, North Carolina Board of Licensed Professional	Minutes File	48357
Dental Examiners, North Carolina State Board of	Minutes File	21940
Elections, State Board of	Minutes File	3280
Electrical Contractors, State Board of Examiners of	Minutes File	20049
Electrolysis Examiners, North Carolina Board of	Minutes File	49252
Engineers and Surveyors, State Board of Examiners for	Minutes File	3899
Environmental Health Specialist Examiners, North Carolina State Board of	Minutes File	3349
Environmental Quality, Department of	Coastal Resources Commission (CRC) Minutes File	4112
	Division of Air Quality Scientific Advisory Board File	34028
	Energy Policy Council Minutes File	478
	Environmental Management Commission Minutes File	2979

(continued on following page)

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title	Item Number
Environmental Quality, Department of (cont.)	Marine Fisheries Commission Minutes File	17512
	Oil and Gas Commission Minutes File	50306
	Sedimentation Control Commission Minutes File	4102
Equal Access to Justice Commission	Minutes File	49781
Ethics Commission, North Carolina State	General Account of Closed Sessions File	3888
	Public Meetings (Open Sessions) Minutes File	3887
Foresters, North Carolina State Board of Registration for	Minutes File	4012
Funeral Service, North Carolina Board of	Minutes File	21849
Geologists, North Carolina Board for Licensing of	Minutes File	26944
Golden Leaf Foundation	Board of Directors Minutes File	47697
Health and Human Services, Department of	Commission for the Blind Minutes File	6473
	Commission of Anatomy Minutes File	48903
	Medical Care Commission Minutes File	1709
	North Carolina Board of Employee Assistance Professionals Minutes File	50307
	Social Services Commission Minutes File	2133
	Vocational Rehabilitation Council Minutes File	46032
	Well Contractor Certification Commission File	49089
Hearing Aid Dealers and Fitters Board, North Carolina State	Board Minutes File	4136
Housing Finance Agency, North Carolina	Board of Directors Minutes File	3894
Indian Housing Authority, North Carolina	Minutes File	50308
Indigent Defense Services, Office of	Commission on Indigent Defense Services Minutes File	50828
Information Technology, Department of	Criminal Justice Information Network Governing Board Minutes File	50013
	North Carolina Geographic Information Coordinating Council Minutes File	36011
	North Carolina 911 Board Minutes File	50756
Insurance, Department of (continued on following page)	Code Official Qualifications Board Minutes File	10167
	Fire and Rescue Commission Minutes File	24011

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Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title	Item Number
Insurance, Department of (cont.)	Home Inspector Licensure Board Minutes File	45724
	North Carolina Building Code Council Minutes File	3523
	North Carolina Manufactured Housing Board Minutes File	24019
	Public Officers and Employees Liability Insurance Commission Minutes File	23999
Interpreter and Transliterator Licensing Board, North Carolina	Minutes File	50812
Irrigation Contractors' Licensing Board, North Carolina	Minutes File	50744
Judicial Standards Commission	Minutes File	50540
Labor, Department of	Boiler Safety Bureau Minutes File	2452
Landscape Architects, North Carolina Board of	Minutes File	3319
Landscape Contractors' Licensing Board, North Carolina	Minutes File	50302
Locksmith Licensing Board, North Carolina	Minutes File	49253
Lottery Commission, North Carolina State	Minutes File	47593
Marriage and Family Therapy Licensure Board, North Carolina	Minutes File	4005
Medical Board, North Carolina	Minutes File	20103
Military and Veterans Affairs, Department of	State Veterans Affairs Commission Minutes File	3982
Natural and Cultural Resources, Department of	Ad Hoc Commissions and Boards File	13043
	African-American Heritage Commission Minutes File	49912
	Clean Water Management Trust Fund Board of Trustees Minutes File	49895
	North Carolina Arts Council Minutes File	3588
	North Carolina Historical Commission File	13031
	North Carolina Parks and Recreation Authority Minutes File	35168
	North Carolina Symphony Society Minutes File	18695
	Roanoke Island Commission Minutes File	49894
	State Historical Records Advisory Board (SHRAB) Minutes File	47241

(continued on following page)

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title	Item Number
Natural and Cultural Resources, Department of (cont.)	Tryon Palace Commission Minutes File	835
	U.S.S. North Carolina Battleship Commission Minutes File	35706
Nursing, North Carolina Board of	Midwifery Joint Committee Minutes File	43799
	Minutes of the Board of Nursing File	21005
Nursing Home Administrators, State Board of Examiners for	Minutes File	4117
Occupational Safety and Health Review Commission, North Carolina	Minutes File	6001
On-Site Wastewater Contractors and Inspectors Certification Board, North Carolina	Minutes File	49467
Opticians, North Carolina State Board of	Minutes File	3995
Optometry, North Carolina State Board of Examiners in	Minutes File	3340
Pastoral Counselors, North Carolina State Board of Examiners of Fee-Based Practicing	Minutes File	49547
Physical Therapy Examiners, North Carolina Board of	Minutes File	21988
Plumbing, Heating, and Fire Sprinkler Contractors, State Board of Examiners of	Minutes File	37942
Podiatry Examiners, North Carolina Board of	Minutes File	49810
Psychology Board, North Carolina	Minutes File	3622
Public Instruction, Department of	Governor Morehead School Board Minutes File	2204
	North Carolina Center for the Advancement of Teaching (NCCAT) Board of Trustees Minutes File	49995
	State Board of Education Minutes File	1073
Public Librarian Certification Commission	Minutes Files	899
Public Safety, Department of	Governor's Crime Commission Minutes File	719
	IT Division Advisory Policy Board Minutes File	22755
(continued on following page)	North Carolina Alcoholic Beverage Control Commission Minutes File	315

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title	Item Number
Public Safety, Department of (cont.)	Post-Release Supervision and Parole Commission Minutes File	50309
	State Emergency Response Commission (SERC) Minutes File	47962
Real Estate Commission, North Carolina	Minutes File	3345
Recreational Therapy Licensure, North Carolina Board of	Minutes File	49799
Refrigeration Contractors, State Board of	Minutes File	20885
Respiratory Care Board, North Carolina	Minutes File	50452
Revenue, Department of	Property Tax Commission Minutes File	4135
Secretary of State, Department of the	North Carolina Constitutional Amendments Publication Commission Minutes File	50875
	Property Mappers Association Minutes File	36757
Sentencing and Policy Advisory Commission, North Carolina	Minutes File	39235
Social Work Certification and Licensure Board, North Carolina	Minutes File	31170
Soil Scientists, North Carolina Board for Licensing of	Minutes File	49809
State Bar, North Carolina	Council of the State Bar Minutes File	3229
State Human Resources, Office of	State Human Resources Commission Minutes File	166
State Treasurer, Department of	Investment Advisory Committee Minutes File	16223
	Local Government Commission Minutes File	16361
	N.C. Higher Educational Facilities Finance Agency Minutes File	31949
	N.C. Solid Waste Management Capital Projects Financing Agency Minutes File	31950
	Retirement Systems Board of Trustees Minutes File	16274
	State Health Plan Board of Trustees Minutes File	20797
	Supplemental Retirement Board of Trustees Minutes File	48647
Substance Abuse Professional Practice Board, North Carolina	Minutes File	49668
Transportation, Department of	Board of Transportation Minutes File	4003

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title	Item Number
Transportation, Department of (cont.)	Global Transpark Authority Minutes File	50310
	Turnpike Authority Board Minutes File	49092
Veterinary Medical Board, North Carolina	Minutes File	49675
Water Treatment Facility Operators Certification Board, North Carolina	Minutes File	19733
Wildlife Resources Commission	Minutes File	20562

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

Agency	Series Title	Item Number
Administration, Department of	Academic Standards Review Commission Minutes File	49962
	Governor's Council on Historically Underutilized Businesses	50097
	License to Give Trust Fund Commission Minutes File	49989
	North Carolina Capital Planning Commission Minutes File	11305
	Oregon Inlet Land Acquisition Task Force Minutes File	49990
Administrative Office of the Courts	State Judicial Council Minutes File	3884
Agriculture and Consumer Services, Department of	Agricultural Hall of Fame Minutes File	50311
	Food Processing Innovation Center Committee Minutes File	50822
	Forestry Council Minutes File	50312
	Industrial Hemp Commission Minutes File	50823
	North Carolina Agricultural Task Force Minutes File	17303
	North Carolina Sustainable Local Food Advisory Board Minutes File	50829
Appraisal Board, North Carolina	Minutes File	37823
Commerce, Department of	Credit Union Commission Minutes File	4061
Community College System, North Carolina	Community College Libraries in NC Steering Committee Minutes File	50874
	State Board of Proprietary Schools Minutes File	50304
Dietetics/Nutrition, North Carolina Board of	Minutes File	50236
Environmental Quality, Department of	Western NC Public Lands Council Minutes File	50313

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

General Contractors, State Licensing Board for	Minutes File	21837
Health and Human Services, Department of	Advisory Committee on Cancer Coordination and Control (ACCCC) Minutes File	50347
	Child Care Commission Minutes File	7754
	Commission for Mental Health, Developmental Disabilities, and Substance Abuse Services Minutes File	1887
	Council for the Deaf and the Hard of Hearing Minutes File	49009
	Council on Development Disabilities Minutes File	1586
	Council on Sickle Cell Syndrome Minutes File	33635
	Diabetes Advisory Council Minutes File	49093
	Emergency Medical Services Advisory Council Minutes File	3511
	Governor's Advisory Council on Aging Minutes File	1627
	Minority Health Advisory Council Minutes File	49095
	North Carolina Radiation Protection Commission (NCRPC) Minutes File	1746
	Justus-Warren Heart Disease and Stroke Prevention Task Force Minutes File	49094
	Traumatic Brain Injury Advisory Council Minutes File	49011
Housing Finance Agency, North Carolina	North Carolina Housing Partnership Board Minutes File	19645
Industrial Commission, North Carolina	Minutes File	13421
Justice, Department of	North Carolina Criminal Justice Education and Training Standards Commission Minutes File	3504
	North Carolina Sheriffs' Education and Training Standards Commission (NCSETSC) Minutes File	17077
Labor, Department of	Occupational Safety and Health Advisory Council Minutes File	35327
Military and Veterans Affairs, Department of	North Carolina Military Affairs Commission Minutes File	50827
Natural and Cultural Resources, Department of	Executive Mansion Fine Arts Committee Minutes File	47710
	North Carolina Awards Committee Minutes File	49884
	North Carolina Museum of Art Board of Trustees Minutes File	3451
	North Carolina Natural Science Museum Advisory Board Minutes File	37404
	North Carolina Zoological Park Council Minutes File	23673
	State Library Commission Minutes File	904
Pharmacy, North Carolina Board of	Minutes File	4031

The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Public Instruction, Department of	Council on Educational Services for Exceptional Children (CESEC) Committee Minutes File	31960
	North Carolina Charter Schools Advisory Board Minutes File	50014
	North Carolina Council for the Interstate Compact on Educational Opportunity for Military Children Minutes File	49561
	North Carolina Professional Educator Preparation and Standards Commission Minutes File	47009
	North Carolina Textbook Commission Minutes File	46107
	State Advisory Council on Indian Education Minutes File	49562
	Task Force for Safer Schools Minutes File	50348
Secretary of State, Department of the	Electoral College Meeting Minutes File	50839
	Electronic Recording Council Minutes File	50838
	Land Records Advisory Committee Minutes File	10917
	Secretary of State's Advisory Council on Legislative Lobbying Policy and Regulation	50840
Speech and Language Pathologists and Audiologists, Board of Examiners for	Minutes File	49548

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

Agency	Series Title	Item Number
Agriculture and Consumer Services, Department of	Agricultural Development and Farmland Preservation Trust Fund Advisory Committee Minutes File	50356
	N.C. Board of Agriculture Minutes File	23997
	North Carolina Pesticide Board and Advisory Committee Minutes File	9076
	Structural Pest Control Committee Minutes File	9152
Health and Human Services, Department of	State Health Coordinating Council Minutes File	7720

Public Safety, Department of	Alarm Systems Licensing Board Minutes File	39699
	Governor's Crime Commission: Juvenile Justice Planning Committee Minutes File	49563
	Inmate Grievance Resolution Board Minutes File	10297
	Private Protective Services Board Minutes File	39715

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

Agency	Series Title
Administration, Department of	Commission on Inclusion Minutes File
	North Carolina Advisory Council on the Eastern Band of the Cherokee Minutes File
	North Carolina State Commission of Indian Affairs Minutes File
Agriculture and Consumer Services, Department of	Animal Disease Diagnostic Laboratory Advisory Committee Minutes File
Architecture, North Carolina Board of	Minutes File
Athletic Trainer Examiners, North Carolina Board of	Minutes File
Auctioneer Licensing Board, North Carolina	Minutes File
Banks, Office of the Commissioner of	Banking Commission Meeting Records File Minutes of the Advisory Commission and Orders of the Commissioner of Banks File
Boxing Commission, North Carolina	Minutes File
Cape Fear Navigation and Pilotage Commission	Minutes File
Chief Justice's Commission on Professionalism	Minutes File
Commerce, Department of	Underground Damage Prevention Review Board Minutes File
Cosmetic Art Examiners, Board of	Minutes File
Dispute Resolution Commission	Minutes File
District Attorneys, Conference of	Executive Committee Minutes File
Environmental Quality, Department of	Coastal Resources Advisory Council Minutes File
Health and Human Services, Department of	Commission for Public Health Minutes File
	Interagency Committee on Low-Level Radioactive Waste Minutes File
	Interagency Coordinating Council for Children from Birth to Five with Disabilities and Their Families Minutes File

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The RC No. listed beside each Record Type is found on the functional schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Indicates records are electronic and will transfer immediately to the custody of the State Archives

Agency	Series Title
Health and Human Services, Department of (cont.)	North Carolina Refugee Assistance Program Minutes File
	Opioid and Prescription Drug Abuse Advisory Council Minutes File
Justice, Department of	Forensic Science Advisory Board Minutes File
Law Examiners, Board of	Minutes File
Local Health Department Accreditation Program, North Carolina	Minutes File
Massage and Bodywork Therapy, North Carolina Board of	Minutes File
Natural and Cultural Resources, Department of	Library Depository System Advisory Board Minutes File
	Local North Carolina Aquarium Advisory Committees Minutes File
	N.C. Highway Historical Marker Advisory Committee File
	North Carolina Trails Committee Minutes File
	Zoological Park Building Committee Minutes File
Occupational Therapy, North Carolina Board of	Minutes File
Public Instruction, Department of	Basic Education Plan Advisory Committee Minutes File
	North Carolina Governor's School Board of Governors Minutes File
	State Accreditation Committee Minutes File
Public Safety, Department of	Correctional Facility Community Resource Councils Minutes File
	Governor's Crime Commission: Crime Victims' Services Committee Minutes File
	North Carolina Advisory Committee on Religious Ministry in Prisons Minutes File
	N.C. Reserve Forces Facilities Board Minutes File
Transportation, Department of	North Carolina State Ports Authority Board of Directors Meetings File
Utilities Commission, North Carolina	Minutes File
Wildlife Resources Commission	Beaver Damage Control Advisory Board Minutes File
	Nongame Advisory Committee Minutes File
	Outdoor Heritage Advisory Council Minutes File

636.A Oaths of Office: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Department of the Secretary of State	Handwritten Listing of Oaths of Office File	15609
	Oaths of Office File	2906
General Assembly	House of Representatives Oaths of Office Ledgers File	1489
	Senate Oaths of Office Ledger File	4129

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

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

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

Agency	Series Title	Item Number
Office of Administrative Hearings	North Carolina Administrative Code History File	3680
	Rules Review Commission Notebooks File	19125

642.A General Assembly Messages: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
General Assembly	Messages Sent to the House File	1513

643.P Government Affairs Records: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Department of Administration	Commission of Indian Affairs Tribal Organizations File	74

644.A House and Senate Proceedings: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Department of the Secretary of State	House Journals File	3673
	Senate Journals File	3674
General Assembly	House of Representatives Legislative Procedures File	1492
	Senate Daily Legislative Session Audio Recordings File	1511

645.A Legislation: Transfer electronic recordings to the State Records Center at the end of each biennium session for immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Department of the Secretary of State	Passed House Bills, Senate Bills, and Resolutions File	2899
	Ratified Acts and Resolutions File	15607
General Assembly	Bill Books File	25890
	Bill Status Printouts File[1]	1495
	Bills/Resolutions Not Enrolled File	1507
	Failed to Pass Bills File	1491
	Senate Legislative Card Index File	1514

[1] Transfer to the State Records Center after 2 years to be microfilmed. Paper records will be destroyed after microfilming. Microfilm will be transferred to custody of the Archives.

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Indicates records are electronic and will transfer immediately to the custody of the State Archives

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

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

[1] Transfer paper records to the State Records Center after 2 years to be microfilmed for permanent security storage. A copy of the digital images and microfilm will be purchased by the agency. Paper records will be destroyed in the State Records Center after microfilming.

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

Agency	Series Title	Item Number
General Assembly	Original Petition File	1512

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

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

Glossary

Audit

The Society of American Archivists *Glossary of Archival and Records Terminology* defines an audit as "an independent review and examination of records and activities to test for compliance with established policies or standards, often with recommendations for changes in controls or procedures."[1] The North Carolina Office of the State Auditor defines three types of audits that can be performed for state agencies[2]:

- Financial Statement Audits that "determine whether an agency's financial statements are fairly presented"
- Performance/Financial Related Audits that "provide independent and objective appraisals of agency management practices and operational results"
- Information Systems Audits that "evaluate risks relevant to information systems assets and assess controls in place to reduce or mitigate these risks"

Many state agencies also have an internal auditor's office that is responsible for assessing whether agency employees, units, and business operations are in compliance with applicable federal and state laws and regulations, as well as agency policies and procedures. Some agencies are also responsible for auditing work of external organizations, including consultants and subrecipients. Agencies in receipt of funding from outside sources may be subject to audits to verify the appropriate expenditure of these funds. Audits may be performed on a routine recurring basis; they also may be prompted by concerns reported to the State Auditor's Hotline.

Historical Value

The term historical value is used interchangeably with archival value. The Society of American Archivists *Glossary of Archival and Records Terminology* defines it as "the importance or usefulness of records that justifies their continued preservation because of the enduring administrative, legal, fiscal, or evidential information they contain."[3] 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.

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[1] Richard Pearce-Moses, *A Glossary of Archival and Records Terminology* (2005)
[2] https://www.ncauditor.net/pub42/TypesOfAudits.aspx
[3] *A Glossary of Archival and Records Terminology*

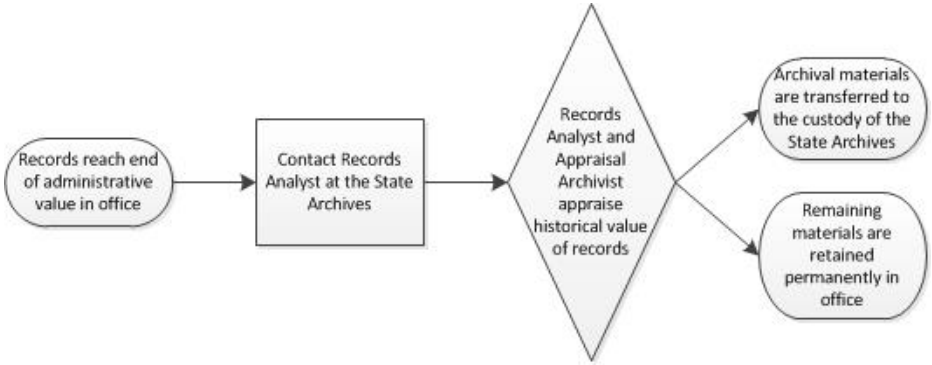
The State Archives of North Carolina (SANC) has further elaborated selection criteria that help distinguish records with archival value:

- Do they protect the rights and property of citizens?
- Do they have a long-term impact on citizens?
- 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?

Records with historical value are identified with one of three designations in the Disposition Instructions:

- PERMANENT: These records will be retained in office permanently.

- PERMANENT (appraisal required): When these records no longer have administrative value in office, the agency will contact the Government Records Section so the records can be appraised by a records analyst and an appraisal archivist. These individuals will determine whether the records should be retained in office permanently or transferred to the custody of the State Archives of North Carolina.



- PERMANENT (archival): These records will transfer to the State Records Center so they can be transferred to the custody of the State Archives of North Carolina.

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."[4] The record copy is the one whose retention and disposition is mandated by these functional schedules; 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 designate clearly what position or office is required to maintain an official record for the duration of its designated retention period. To facilitate this process, SANC has provided a sample file plan for agency use (available on the state agency records management page at

[4] Ibid.

https://archives.ncdcr.gov/documents/state-agency-rm). In identified cases where records overlap between state agencies, SANC has specified on the schedules which agency is considered the record owner.

Record Custody

The agency that creates or receives a record is the legal custodian of that record and responsibility for fulfilling any retention requirements and public records requests. If an agency transfers records to the State Records Center for temporary storage prior to destruction, those records remain in the legal custody of the originating agency. Any records requests must be authorized by the originating agency, and ultimate destruction must also be authorized by that agency. If an agency transfers archival records to the State Records Center, once those records have been accessioned by the State Archives, their legal custody transfers to the State Archives. From that point forward, all records requests should be channeled through the State Archives. In a few instances, records transfer to the State Records Center to be held in permanent security storage (indicated by a © on the functional schedule); in these cases, the records remain in the legal custody of the originating agency.

Reference Value

The disposition instruction to destroy in office when reference value ends is usually applied to records that were not created by the recipient. Reference files include materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; and reference copies of records where another individual or agency is responsible for maintaining the record copy. The agency is given the discretion to determine how long these records should be retained before destruction, and this decision should be documented in a file plan or other policy so that all members of the agency can be consistent in their handling of these records.

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."[5] 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 the *Functional Schedule for North Carolina State Agencies* 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 the analyst assigned to your agency.

[5] Ibid.

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 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 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, as 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 should be retained according to the disposition instructions for the records series encompassing the forms' function.

Key

– symbol designating that records in this series may be confidential or may include confidential information

RC No. – a unique identifying number assigned to each record type for ease of reference

Function No.	Sub-function No.	Record Type No.	Retention Abbreviation
15	4	5	A

The example above indicates the numbering scheme for Speeches (1545.A):

- Public Relations is the 15th function
- Marketing and Publicity is the 4th sub-function under Public Relations
- Speeches are the 5th record type under Marketing and Publicity
- Retention abbreviations provide a quick method of identifying the retention requirement for a particular record:

A	transfer to the State Archives
P	retain in office permanently or contact the State Archives for appraisal
R	destroy in office when reference value ends *(NOTE: Agencies must establish internal policies to ensure consistency in retention and destructions.)*
S	destroy in office when superseded or obsolete
T	transfer completed record to another record series
<	retention period shorter than 1 year
	any numerical designation indicates the number of years the record should be retained

Record Types – groupings of records that are "created, received, or used in the same activity."[1]

Description – a description of the records, often including the types of records that can be frequently found in that series

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 (either by destruction or transfer to the State Archives). For any records that will transfer to the State Records

[1] Richard Pearce-Moses, *A Glossary of Archival and Records Terminology* (2005)

Center, either for temporary storage or for transfer to the State Archives, consult the Appendix for the item number that is necessary to track these records. ***Note***: No destruction of records may take place if litigation or audits are pending or reasonably anticipated.

This border on the right and left of the Description and Disposition Instruction cells indicates a record that belongs to a particular agency, as identified in the Description. If other agencies possess copies of this record, they are reference copies that can be discarded when their reference value ends.

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

- CFR = citation from the Code of Federal Regulations
- G.S. = citation from the North Carolina General Statutes
- USC = citation from the United States Code

The Disposition Instructions include a number of triggers that begin the retention period:

- Adoption of plan: With a record such as a strategic plan, the retention period begins as soon as the plan is adopted by the governing body.
- Closed: With a record such as an investigation, the retention period begins once the case is closed.
- Complete: With a record such as a report, the retention period begins once the report has been finalized.
- Execution of plan: With a record such as a business plan, the retention period begins once the plan has been carried out.
- Reference value ends: Once the content of a record is no longer useful or significant, it can be destroyed. This disposition is usually applied to records that were not created by the agency.
- Service ends: With a record relating to an elected or appointed office, the retention period begins once the term of service ends.
- Superseded or Obsolete: With any record that is produced in versions, an older version can be destroyed when the new version is received.

Several symbols are used within the disposition instructions:

∞ archival records that should transfer to the State Archives for permanent retention

archival records that will transfer to the State Archives in an electronic format

Ω records that transfer to the State Records Center for temporary storage before destruction

© records that transfer to the State Records Center for permanent security storage