

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## REGISTER OF DEEDS



Issued by:

North Carolina Department of Cultural Resources  
Office of Archives and History  
Division of Historical Resources  
Archives and Records Section  
Government Records Branch

August 15, 2003

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# Register of Deeds

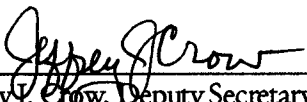
## Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

### APPROVAL RECOMMENDED

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Register of Deeds

  
\_\_\_\_\_  
Jeffrey J. Crow, Deputy Secretary  
Office of Archives and History

### APPROVED

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Chairman,  
Board of County Commissioners

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 15, 2003

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Name of County

## **ABOUT THIS PUBLIC RECORDS SCHEDULE**

This records schedule identifies and provides retention and disposition instructions for many records that are produced and maintained by Register of Deeds offices. These records are defined under Chapter 132 of the *General Statutes of North Carolina* as “public records.” Chapter 121-5 mandates that these public records may be disposed of only in accordance with an official records retention schedule. Such schedules are written by the North Carolina Department of Cultural Resources in cooperation with the agency or governing body and include the official approval of these bodies, as required by law, for records disposition actions.

### **INTERNET ACCESS TO PUBLIC RECORDS INFORMATION.**

The Government Records Branch offers valuable information on the Internet at its Web site, which may be accessed at the following address:

<http://www.ah.dcr.state.nc.us/records/>.

Local government agencies are encouraged to reference the site and its links to other data. The Web site offers much of the introductory information and many of the forms contained in this schedule, the full texts of G.S. §121 and §132, and contact information for the Government Records Branch.

### **WHAT THE SCHEDULE IS.**

This schedule contains a listing and brief description of the records maintained by Register of Deeds offices and identifies the minimum period of time each record series shall be retained. Copies of this schedule can be obtained either by contacting the Government Records Branch or from our Web site listed above. Records normally should be disposed of at the end of the stated retention period. In effect, the schedule provides a comprehensive records disposition plan which, when followed, ensures compliance with G.S. §121 and §132. All provisions of this schedule remain in effect until the schedule is officially amended or superseded. Errors and omissions do not invalidate this schedule as a whole or render it obsolete. As long as the schedule remains in effect, destruction or disposal of records in accordance with its provisions shall be deemed to meet the provisions of G.S. §121-5(b) and be evidence of compliance with state law. In the event that a state or federal legal requirement, statute, local ordinance, or program requires that a record be kept longer than specified in this schedule, the longer retention period shall be applied. All questions concerning the legal requirements for retaining a record should be referred to the county’s legal counsel or State Attorney General’s Office.

### **PUBLIC RECORDS DEFINED.**

G.S. §132-1 states:

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

### **NOT ALL PUBLIC RECORDS ARE OPEN TO THE PUBLIC.**

Public records belong to the people. However, not all official public records are open to the public. Many records are protected from general access or casual reference by federal or state laws, or by legal precedent and can be seen only by court order. Therefore, even though G.S. §132-6 and §132-9 provide for public access to most records, certain records should be considered confidential in order to protect the privacy rights of agency personnel and the public. It is the responsibility of each records custodian to be familiar with G.S. §153A-98, agency policy, and all other pertinent state and federal legislation and regulations in order to ensure the proper protection of restricted information. If in doubt, consult the Division of Historical Resources or your county’s attorney.

## **NOT ALL OFFICIAL RECORDS ARE PUBLIC RECORDS.**

Certain provisions in the General Statutes remove specific records from the category of “public records” as defined by G.S. §132-1. It is important to note that the only records which are not public records are those individually described in law. All records included on this records retention and disposition schedule are public records. Disposition of those official records which are known to be exempted from G.S. §132 is not covered by this records retention and disposition schedule.

## **ELECTRONIC RECORDS.**

Electronic records are becoming an increasingly important part of government work. Word processing on desktop computers means that most office workers are directly responsible for the creation, distribution, and filing of records. Database management systems are used to streamline services. Electronic mail and the World Wide Web are used to keep communication and publishing costs down.

G.S. §132-1(a) defines “ ‘Public record’ or ‘public records’ shall mean all . . . documentary material, *regardless of physical form or characteristics.*” Electronic records are subject to the same public access, personal privacy, audit, and authenticity requirements as the paper records that preceded them. Custodians are still responsible for the accuracy, completeness, authenticity, security, retention, and preservation of their records. The division has published the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*, which discusses these issues at greater length. Copies can be obtained from our Web site.

## **ELECTRONIC MAIL.**

E-mail systems create records that must be identified, categorized, and appraised for specific values. Under North Carolina’s Public Records Act (G.S. §132), the e-mail content is subject to the same access and inspection conditions as other records, unless exempted from access by another statute. Privacy considerations, records retention scheduling requirements, and other laws and regulations also apply to e-mail content.

Agencies and local governments retain e-mail messages to satisfy agency needs, record-keeping requirements, and to comply with the law. Retention and record-keeping responsibilities often are delegated to individual users (senders/receivers). Government employees face this challenge of managing e-mail, particularly those who make it an important part of their work. The division has published *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*, which is available from our Web site.

## **INDEXING ELECTRONIC RECORDS.**

G.S. §132-6 requires that all public databases be indexed. To assist local government agencies in this process, the division has published *Public Database Indexing Guidelines and Recommendations*. Copies can be obtained from our Web site.

## **CHANGING THE SCHEDULE.**

You may request an addition, deletion, or change in a retention period by completing and sending a “Request for Change in Records Schedule” (Form RC-3C) to the Division of Historical Resources. See the instructions on the form for more information.

## **EARLY DISPOSAL OR DISPOSAL OF UNSCHEDULED RECORDS.**

Custodians desiring to dispose of records earlier than specified in this schedule, or to dispose of records not listed in the schedule, may use the form “Request and Approval of Unscheduled Records Disposal” (Form RC5) to obtain the concurrence of the Department of Cultural Resources. Permission must also be obtained from board of county commissioners. That permission must be recorded in the board’s minutes.

## **HISTORICAL VALUE.**

Before preparing to dispose of certain records, their potential historical research value should be considered. Selected records might have enduring value because they document the origin, organization, development, and functions of an agency. Likewise, some records have enduring value as sources of information on persons, places, subjects, events, and transactions. These records provide evidence of the interactions between citizens and local government agencies. Several record series which may have such value are identified in this schedule. Assistance in determining historical or archival value is available upon request.

**PERMANENT RECORDS.**

Permanent records have a high degree of legal, administrative, or historical value. They are to be retained permanently and safeguarded from all damage. Creating microfilm copies of these records is a proven method of creating a preservation copy, which may be stored in the film vault of the State Archives. These records may be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by G.S. § 132-8.2. Any county wishing to dispose of any of these records must first contact the Government Records Branch to inquire whether the State Archives wishes to take custody.

Records scheduled for permanent preservation, even after being microfilmed, may not be intentionally destroyed without specific written permission of the Department of Cultural Resources.

**PROTECTING PUBLIC RECORDS.**

Public records are public property. They should remain in the care of the governmental agency in which they were created or collected in the course of public business. Public records should be disposed of only when and as specified in this records schedule.

**ASSISTANCE WITH INTERPRETATION AND APPLICATION OF THE PROVISIONS OF THIS SCHEDULE.**

The Government Records Branch provides a variety of records management services to local government agencies, including the interpretation and use of this retention and disposition schedule. Records analysts are available to assist by telephone and e-mail. Analysts make site visits to local government offices, as requested.

**CONTACTING THE RECORDS MANAGEMENT ANALYSTS.**

The Raleigh office can be reached at (919) 733-3540, or at [records@ncmail.net](mailto:records@ncmail.net).  
The Western Office, located in Asheville, can be reached at (828) 274-6789.

## DESTRUCTION OF PUBLIC RECORDS

1. **AUTHORIZED PROCEDURES.** North Carolina General Statutes §121-5(b) and §132-3(a) prohibit the destruction of public records in any format without the prior authorization of the Department of Cultural Resources. One of the following procedures shall be followed prior to the destruction of public records:
  - a) Records listed in this schedule, or added later by amendment, may be destroyed after the specified retention periods without further approval of the Department of Cultural Resources or the governing body, provided the following conditions are met:
    - (1) The Director, Division of Historical Resources, and Secretary, Department of Cultural Resources, have certified that such records in the retention and disposition schedule have no further use or value for research or reference by signing the agreement of this schedule.
    - (2) The Register of Deeds has recommended approval of this records retention and disposition schedule by signing the agreement of this schedule.
    - (3) The Chairman of the Board of County Commissioners has indicated the governing body's approval by signing the same agreement of this schedule.
    - (4) The Board of County Commissioners has entered this approval along with a copy of the schedule in its minutes, or as an attachment to the minutes.
  - b) One-time destruction of an accumulation of an unscheduled or a discontinued record series should be referred to the Department of Cultural Resources and the governing body for authorization.

This records retention and disposition schedule may be altered to permit the further destruction of unscheduled records only after consultation with the Government Records Branch.

In accordance with G.S. §121-5(b), it is recommended that each county or municipal board approve the retention and disposition schedule and include a copy in the minutes of the meeting during which the guidelines are approved.

2. **DESTRUCTION OF ORIGINAL RECORDS THAT HAVE BEEN DUPLICATED.** Under certain conditions, duplicates of records may be used in place of the originals. Duplicates include (but are not limited to): microfilm of paper or electronic records, scanned paper records, and printouts of electronic records.

For the original records to qualify for potential destruction, the corresponding duplicates must be created in the normal course of business and must be retained for the full period of time listed in the disposition instructions.

Records scheduled as permanent may be duplicated. The original records, however, may not be destroyed without prior consent of the Department of Cultural Resources. This records schedule does not constitute such consent.

Unlike a xerographic reproduction of paper records, a printout of an electronic record may lose valuable information describing its content, context, and structure. This metadata is a key element of an electronic record. Therefore, records custodians are cautioned not to assume that a printout contains all of the information the original electronic record does.

Records duplicated through digital imaging or other conversion to computer or digital environments must be supported by convincing, documented evidence that the electronic records were created, reproduced, and otherwise managed in accordance with systems and procedures designed to ensure the reliability, accuracy, and security of both the records and the process or system used to produce the records. Provisions must also be made to ensure the records' accessibility throughout their retention period, including any required migration, recopying, or conversion.

To assist local government agencies, the Division of Historical Resources has published guidelines for establishing methods and procedures in the duplication of original records. Copies of *Micrographics: Technical and Legal Procedures* and the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* can be obtained from our Web site.

3. **DESTRUCTION OF ELECTRONIC RECORDS.** Careful attention must be paid to the destruction of electronic records. When computers are disposed of, hard drives must be carefully and thoroughly erased or destroyed. Tapes, disks, and other recording media should be physically destroyed. Simple erasure or destruction of a disk's index file is insufficient to destroy the actual data recorded on the disk.

High-capacity storage media, such as CD-ROMs or optical media, may contain records of differing retention requirements. It is important that those records that must be retained for longer periods continue to be accessible.

There are two options:

- a) Recopy the longer-retention records onto a separate tape or disk and destroy the original.
  - b) Retain the entire tape or disk as long as required for the longest-term record.
4. **METHODS OF DESTRUCTION.** Local government records provide documentation of the actions and processes of government at its most direct level. These records should remain in the custody and control of the agency that created them or received them pursuant to law until such time as they are eligible for disposition. When authorized by an approved records retention and disposition schedule, records should be destroyed in one of the following ways:

- a) burned, shredded, or torn up so as to destroy the record content of the documents or materials concerned
- b) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned
- c) buried under such conditions that the record nature of the documents or materials will be terminated
- d) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records

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

Confidential records should be destroyed in a secure manner.

5. **DISPOSITION OF RECORDS NOT AUTHORIZED FOR DESTRUCTION BY THIS SCHEDULE.** Custodians with records not authorized for destruction or other disposition by this schedule may discard these records by following one of the procedures listed below:

- a) Submit correspondence using the form "Request and Approval of Unscheduled Records Disposal" (Form RC5) to the Government Records Branch.
- b) Custodians with records no longer in current use that are identified as permanent and not authorized for destruction by this schedule, or with paper records that have been microfilmed, are authorized and empowered to turn over such records to the Department of Cultural Resources. The Department of Cultural Resources is authorized, at its discretion, to accept custody of those records, providing it has adequate space and staff in the State Archives. A written offer of the records should be made to the Assistant State Records Administrator, Government Records Branch, 4615 Mail Service Center, Raleigh, North Carolina 27699-4615.

## DISASTER ASSISTANCE IS AVAILABLE

Throughout our state's history, county and municipal records have been vulnerable to man-made and natural disasters. Even with modern facilities and improved security and protective measures, public records are still susceptible to fire and water damage, and several disasters involving public records have occurred in this state during recent years. One of the most common forms of disaster has been a fire (usually at night or during a weekend). In those instances, valuable and often irreplaceable records that escaped the flames were ruined by water and mud resulting from fire fighting. In most cases, records that were irreparably damaged might have been saved if state and local officials had known what to do with damaged records and acted promptly.

In order to help state, county, and municipal agencies cope with fires, floods, and other disasters involving records, the North Carolina Division of Historical Resources has formed a Disaster Response Team. Upon request, members of this team will advise local officials on the retrieval of damaged records. When possible, they will also provide further assistance upon request.

**WHAT SHOULD YOU DO WHEN A DISASTER OCCURS?** The first and most important step to take is to secure the area containing the damaged records as soon as possible. Until fire fighters or other safety personnel confirm the safety of the area, no one should enter the facility. Then notify the Division of Historical Resources at (919) 733-3540 immediately. [During nights or weekends, call your local emergency management office.] In the case of water-damaged records, the first step is to ventilate the area as much as possible to minimize the growth of mold and facilitate later records-salvage efforts.

Finally, and most important—**NO ONE SHOULD REMOVE OR ATTEMPT TO CLEAN RECORDS.** Damaged records are fragile, and attempts to move or clean them may cause unnecessary destruction. Only trained personnel should direct the recovery of the damaged records.

Information about disaster response is available on the Division of Historical Resources' Internet Web site at: <http://www.ah.dcr.state.nc.us>.

## RECORDS MANAGEMENT WORKSHOPS

**TECHNICAL AND PROFESSIONAL TRAINING.** Staff training helps to make a good agency records management program better. The records management workshops listed below are available to all governmental agencies and can be presented at your office. They are also available at periodic intervals in the State Records Center building in Raleigh.

An agency outside the Raleigh area may request that a workshop be held on its premises by contacting the Government Records Branch. These workshops can be offered in combination, or otherwise tailored to specific issues or needs in your office. Although fifteen is an optimal number of participants, workshops are provided for any interested agency personnel.

**SCANNING AND MICROFILMING PUBLIC RECORDS.** This workshop covers scanning and microfilming fundamentals. We provide a series of steps to use in planning a scanning project, discuss resource allocation issues, and describe potential pitfalls in the process. A basic review of records management and public records law is provided.

The workshop presents principles for both microfilming and scanning, state technical standards and procedures to ensure the legal admissibility of microforms and scanned records, and systems and equipment. Also included are discussions of the advantages and limitations of the two processes; quality control procedures; suggested specifications for vendor services; state technical standards for in-house operations or vendor services; and choosing and implementing a scanning, microfilming, or hybrid system.

State, county, and municipal government agencies with existing in-house systems, staff who perform or supervise source document microfilming or scanning, and those interested in developing or maintaining micrographic or scanning systems, would benefit from this training course.

This is normally a full-day workshop, but it can be shortened for presentation outside of our classroom.

**MANAGING PUBLIC RECORDS.** Management methods and procedures for controlling active and inactive records in state, county, and municipal government offices through the use of records retention and disposition schedules are presented in the workshop. Included in the training session are pertinent laws, protecting essential records, determining historical and other record values, disposition procedures, and the relationship of disposition to other records management activities.

**FILES AND FILING.** Step-by-step procedures for organizing and maintaining subject files in an efficient, easy-to-use system are presented in this workshop. The workshop includes: ordering and using the correct supplies; organizing files by their function; color coding files to increase retrieval speed and reduce misfiles; a single-point reference system with everything about a particular case, subject, person, or location in one folder (case filing); eliminating "General" and "Miscellaneous" files; and creating a filing system through which anyone can locate a folder.

**MANAGING ELECTRONIC PUBLIC RECORDS.** Electronic files in state, county, and municipal agencies include records stored in desktop computers, network servers, and computer "archives." The workshop covers public access to electronic files; legal acceptance of electronic records; managing, storing, and retrieving electronic records; electronic mail; security of electronic files; and system backups.

## MICROFILM

**ADVANTAGES.** Microfilm is an economical and practical means of preserving a security copy of essential records, and it can be used by government agencies to eliminate the problem of excess paper.

**LEGAL AUTHORITY AND ACCEPTANCE.** Legal authority for microfilming county records is contained in G.S. §153A-436. This statute provides that the method of reproduction must give legible and permanent copies and that the reproduction of the public records must be kept in a fire-resistant file, vault, or similar container.

G.S. §8-45 and §153A-436 provide that microfilm copies of public records shall be admissible as evidence in any judicial or administrative proceeding.

To ensure uniformity and legal acceptability in microfilmed records, certain forms, targets, and procedures should be used when microfilming public records. The Division of Historical Resources has published *Micrographics: Technical and Legal Procedures* to aid state, county, and municipal agencies in producing good-quality microfilm that meets all legal requirements.

**TECHNICAL STANDARDS.** Specific technical standards are required to assure quality microforms that are readily reproducible and, where necessary, capable of permanent preservation. There are four basic groups of standards that establish criteria for microfilm to be of archival or permanent quality: standards for the manufacture of raw film, standards affecting the method of filming in order to produce good overall results, standards involved in processing (developing) microfilm, and standards for the storage of processed microfilm. These standards are listed and explained in the Division of Historical Resources's publication *Micrographics: Technical and Legal Procedures*. The standards were compiled from national associations, such as the American National Standards Institute (ANSI) and the Association for Information and Image Management (AIIM).

**SCANNING RECORDS.** For guidance on implementing or maintaining a scanning system, contact the Government Records Branch.

**MICROFILMING SERVICES AVAILABLE.** The Division of Historical Resources offers microfilming of minutes and other selected permanent records. An appointment to microfilm the records is necessary and may be made by calling (919) 733-3540. The silver original reel is stored for security in the State Archives' environmentally controlled vault. Duplicate reels may be obtained from the Government Records Branch for a small fee.

Micrographic feasibility studies are provided, on request, to help agencies determine the most cost-effective micrographic system to meet their needs. Evaluations of existing micrographic applications are performed to ensure that microfilm meets state technical standards and is of archival quality.

Agencies microfilming their own *permanent* records should send the silver (camera) film to the Division of Historical Resources for storage in the vault. Duplicate film can be used in the office as the working copy.

## **PUBLIC RECORDS WITH SHORT-TERM VALUE**

### *GUIDELINES FOR THEIR RETENTION AND DISPOSITION*

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material
- routing slips or other records that transmit attachments
- reservations and confirmations
- personal messages (including electronic mail) not related to official business
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its “Request and Approval of Unscheduled Records Disposal” (Form RC5). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

**STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS**  
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of Register of Deeds offices.

<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	<b>ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)</b>	a) Transfer records resulting in workers' compensation to Workers' Compensation Litigation and Claims File, Standard-4, Item 62, page 29. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years.	See also Workers' Compensation Program Claims File in Standard-4, Personnel Records.  See also Workers' Compensation Litigation File in Standard-3, Legal Records, if report results in legal action.
2.	<b>ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES</b>	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
3.	<b>AGENDA AND MEETING PACKETS FILE</b> Includes agendas and supporting documentation submitted and discussed during agency meetings.	Destroy in office when administrative value ends.	
4.	<b>ASSOCIATIONS AND ORGANIZATIONS FILE</b> Documentation related to associations, organizations, groups, etc., which have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
5.	<b>BLUEPRINTS AND SPECIFICATIONS</b> Blueprints and specifications concerning agency-owned buildings and facilities. Includes as-built plans and related documentation concerning approved changes.	Retain for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
6.	<b>BULLETINS</b>	Destroy in office when administrative value ends.	
7.	<b>CALENDARS OF EVENTS AND APPOINTMENTS</b>	Destroy in office when superseded or obsolete.	
8.	<b>CITIZEN COMPLAINTS AND SERVICE REQUESTS</b> Communications which convey objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Also includes documentation of routine requests for service or information, and petition with no legal affect.	Destroy in office 2 years after resolution.	
9.	<b>CONFERENCES AND WORKSHOPS FILE</b> Records concerning conferences and workshops conducted or attended by county employees.	a) Retain records with historical value permanently.  b) Destroy in office remaining records when administrative value ends.  See also EMPLOYEE TRAINING AND EDUCATIONAL RECORDS, Standard-4, Item 27, page 24.	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
10.	<b>CORRESPONDENCE AND MEMORANDA</b>	a) Retain records with historical value permanently. b) Destroy routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years.  See also Public Records with Short Term Value on page ix. For information on handling electronic mail, see the Electronic Mail section on page iii.	
11.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning evacuations, disaster preparedness, and operations in the event of a disaster (natural, accidental or malicious).	Destroy in office when superseded or obsolete.	
12.	<b>EQUIPMENT AND VEHICLE REFERENCE FILE</b> Includes operation, specification and technical manuals, brochures, bulletins, and related documentation.	Destroy in office when superseded, obsolete or asset is no longer owned.	
13.	<b>EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS</b> Records documenting the maintenance, repair and inspection of agency-owned equipment.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of equipment. b) Retain for life of equipment records documenting all other equipment maintenance and repairs.	
14.	<b>EQUIPMENT, FACILITY AND VEHICLE USAGE RECORDS</b> Records documenting the assignment, request and usage of agency assets. Includes mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations, and similar records relating to the assignment and use of agency-owned property.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.

<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
15.	<b>FACILITY ACCESSIBILITY FILE</b> Records documenting compliance with the Americans with Disabilities Act (ADA). Includes surveys of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.	Destroy in office after 5 years.	29 CFR 1602 (1992).
16.	<b>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b> Records documenting the maintenance, repair, and inspection of agency-owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning, and maintenance of facilities. b) Destroy records documenting all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
17.	<b>FIRE, HEALTH AND SAFETY FILE</b> Records concerning agency safety measures. Includes reports, logs, and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
18.	<b>FUND DRIVE AND EVENT RECORDS</b> Records documenting the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
19.	<b>GOALS AND OBJECTIVES</b>	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
20.	<b>GRANT CONTRACT APPEALS CASES</b>	Destroy in office 10 years after final action or decision.*	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.

<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
21.	<b>GRANT PROPOSALS</b>	<ul style="list-style-type: none"> <li>a) Transfer records concerning approved grants to GRANTS FILE, Standard-1, Item 22, page 5, immediately.</li> <li>b) Destroy in office rejected or withdrawn grant proposals when reference value ends.</li> </ul>	
22.	<b>GRANTS FILE</b> Records concerning approved federal, state, and private grants. Includes applications and all relevant programmatic records. Most grantor agencies require that grant-related records be maintained 3 years; however, some have a 5-year requirement.	<ul style="list-style-type: none"> <li>a) Destroy in office records relating to specific non-continuing grants 3 years after termination or when released from audit, whichever occurs later.</li> <li>b) Destroy in office yearly records relating to specific continuing grants 3 years after annual financial report is filed.</li> <li>c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</li> </ul>	See also GRANTS: FINANCIAL RECORDS, Standard-2, Item 30, page 12.
23.	<b>HISTORIES FILE (AGENCY AND EMPLOYEES)</b> Published and unpublished histories of the agency, its departments, and employees. May includes documentation such as photographs, articles appearing in newspapers, or other publications.	<ul style="list-style-type: none"> <li>a) Retain records with historical value permanently.</li> <li>b) Destroy in office remaining records when superceded or obsolete.</li> </ul>	
24.	<b>INDEX FILE</b>	Destroy in office when reference value ends.	
25.	<b>LEGISLATION AND REGULATORY RECORDS</b> Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.	
26.	<b>LITIGATION CASE FILE</b> Administrative records concerning legal cases in which the agency is a party.	Transfer to LITIGATION CASE RECORDS, Standard-3, Item 11, page 16, when reference value ends.	Comply with applicable provisions of G.S. §132-1.1(a) regarding confidentiality of legal records.

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<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
27.	<b>LOST AND STOLEN PROPERTY REPORTS</b> Includes reports of vandalism.	Destroy in office after 3 years.*	
28.	<b>MAILING AND DISTRIBUTION RECORDS</b> Includes mailing and meeting notification lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service or private carriers.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	G.S. § 143-318.12(b) 2
29.	<b>MANAGEMENT STUDIES</b>	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
30.	<b>MINUTES AND ATTACHMENTS (STAFF MEETINGS)</b> Minutes of staff meetings including all referenced and attached documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	G.S. § 143-318.10(c)
31.	<b>OFFICE SECURITY RECORDS</b> Records concerning the security of the office, its equipment, and office personnel. Includes visitor's register and security system reports.	Destroy in office after 1 year.	Comply with applicable provisions of G.S. § 132-1.7 regarding the confidentiality of security records.
32.	<b>ORGANIZATION RECORDS</b> Includes organizational charts, reorganization studies and similar documentation describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other copies when superseded or obsolete.	
33.	<b>PARKING FILE</b> Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	

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<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
34.	<b>PLANNING AND DEVELOPMENT FILE</b> Records documenting the formulation, planning and adoption of policies, procedures and functions of the agency and/or its departments.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
35.	<b>PRINTING REQUESTS</b>	Destroy in office when reference value ends.	
36.	<b>PROJECTS FILE</b> Includes project correspondence, final reports, specifications, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
37.	<b>PROPERTY AND EQUIPMENT INVENTORIES</b> Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
38.	<b>PUBLICATIONS RECEIVED</b>	Destroy in office when reference value ends.	
39.	<b>RECORDS MANAGEMENT FILE</b> Includes correspondence with state and federal agencies, records disposition documentation, and copies of records retention and disposition schedules.	a) Retain documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded, obsolete, or administrative value ends, whichever occurs first.	
40.	<b>REFERENCE (READING) FILE</b> Subject files containing informational copies of records organized by areas of interest.	Destroy in office when reference value ends.	
41.	<b>REPORTS (INTERNAL ADMINISTRATION)</b>	a) Retain in office 1 copy of biennial and annual reports permanently. b) Destroy in office all other reports when administrative value ends.	

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<i>ITEM</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
42.	<b>REQUISITIONS FILE</b> Requests for payment of parts and inventory items.	Destroy in office after 1 year.	
43.	<b>RESEARCH AND STUDIES FILE (ADMINISTRATIVE)</b> Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
44.	<b>SURPLUS PROPERTY FILE</b>	Destroy in office 3 years after disposition of property.*	
45.	<b>TELEPHONE USAGE LOGS AND REPORTS</b>	Destroy in office when administrative value ends.	
46.	<b>VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS</b> Records documenting the maintenance, repair and inspection of agency-owned vehicles.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of vehicles. b) Retain for life of vehicle records documenting all other maintenance and repairs.	

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**STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS**  
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection, and accounting of the Register of Deeds office.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ACCOUNTS PAYABLE</b> Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	<b>ACCOUNTS RECEIVABLE</b>	Destroy in office after 3 years.*	
3.	<b>ACCOUNTS UNCOLLECTABLE</b>	Destroy in office 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	<b>ANNUAL BUDGET</b>	a) If not included in official board minutes, retain permanently. b) If included in official board minutes, destroy in office after 3 years.*	
5.	<b>AUDIT REPORTS</b> Reports listing annual reconciliation.	a) Retain original permanently. b) Destroy copies in office when reference value ends.	
6.	<b>AUTHORIZATION FORMS</b>	Destroy in office after 3 years.*	
7.	<b>BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, AND RECONCILIATIONS</b>	Destroy in office after 3 years.*	
8.	<b>BIDS FOR PURCHASE</b> Includes advertisements, requests, tabulations, bid bonds, awards letters, and related records.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<b>BIDS FOR DISPOSAL OF PROPERTY</b> Records concerning the disposal of surplus county property.	Destroy in office after recording in county or municipal board's minutes.	
10.	<b>BILLING AND CLAIMS</b>	Destroy in office after 3 years.*	
11.	<b>BUDGETS</b>	a) Destroy end-of-year (June 30) budget reports when reference value ends. b) Destroy in office remaining records after 5 years.*	
12.	<b>BUDGET CORRESPONDENCE</b>	Destroy in office after 1 year.*	
13.	<b>BUDGET ORDINANCES (COPIES)</b>	Destroy in office after 3 years.	
14.	<b>CASH RECEIPTS</b>	Destroy in office after 3 years.*	
15.	<b>CHECK STUBS</b> Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	
16.	<b>CHECK REGISTER, VARIOUS FUNDS</b>	a) Destroy computerized check registers when released from all audits.* b) Destroy in office all other registers after 3 years.*	
17.	<b>CONTRACT BUDGET AND EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	
18.	<b>CREDIT CARD USE FILE</b>	Destroy in office after 2 years.*	
19.	<b>DAILY CASH REPORTS</b>	Destroy in office when released from all audits.*	
20.	<b>DAILY DETAIL REPORTS</b>	Destroy in office after 3 years.	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS	Destroy in office when released from all audits.	
22.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
23.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office after 1 year.* b) Retain annual detail report (June 30 <sup>th</sup> report) permanently.	
24.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS	Destroy in office when superseded or obsolete.	
25.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.	
26.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
27.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS	a) Destroy depreciation schedules 3 years after asset is fully depreciated or disposed of. b) Destroy in office remaining records after 3 years.*	
28.	FINANCIAL JOURNALS AND LEDGERS	Destroy in office after 3 years.*	
29.	FISCAL CORRESPONDENCE	Destroy in office after 2 years.*	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<b>GRANTS: FINANCIAL RECORDS</b> Records concerning approved federal, state, and private grants. Includes all relevant accounting, purchasing, payroll, and financial records. Most grantor agencies require that grant-related records be maintained 3 years; however, some have a 5-year requirement. Therefore reference should be made to the specific terms of each grant.	a) Destroy federal grants in office after 3 years and when released from all audits, whichever occurs later. Some agencies, however, require 5-years retention.*  b) Destroy state and private grants in office after 3 years.*	
31.	<b>INSURANCE FILE</b>	Destroy in office after 3 years.*  See also BILLING AND CLAIMS, Standard-2, Item 10, page 10.	
32.	<b>INTERNAL REVENUE SERVICE (IRS) TAX FORMS</b> Complete IRS tax forms for agency employees.	Destroy in office after 7 years.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
33.	<b>INVENTORIES OF PROPERTY AND EQUIPMENT</b>	Destroy in office when superseded or obsolete.	
34.	<b>INVOICES</b>	Destroy in office after 3 years.*	
35.	<b>JOURNAL VOUCHERS</b>	Destroy in office after 3 years.*	
36.	<b>JOURNAL AND LEDGERS</b>	Destroy in office after 3 years.*	
37.	<b>LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS</b>	Destroy in office after 3 years.	Comply with provisions of G.S. §159-33 and §159-33.1.
38.	<b>LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS</b>	Destroy in office after 3 years.	

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ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	<b>MONTHLY BUDGET REPORTS</b>	Destroy in office after 2 years.*	
40.	<b>PAID CHECKS, PAID BILLS/VOUCHERS</b>	Destroy in office after 3 years.*	
41.	<b>PAYROLL AND EARNINGS RECORDS</b> Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee. Includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. May be used to verify retirement benefits.	a) Transfer records used for retirement verification to the appropriate PERSONNEL JACKET (OFFICIAL COPY), Standard-4, Item 46, page 26, when individual terminates employment.  b) Destroy in office records not used for retirement verification after 7 years.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
42.	<b>PAYROLL DEDUCTION RECORDS</b> Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes bank payments, savings plans, insurance, association dues, W-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s).	Destroy in office after 7 years.*	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
43.	<b>PRICE QUOTATIONS</b>	Destroy in office after 1 year.*	
44.	<b>PROCUREMENTS AND PURCHASING</b>	Destroy in office after 3 years.*	
45.	<b>PURCHASE ORDERS</b>	Destroy in office after 3 years.*	
46.	<b>PURCHASING REPORTS</b>	Destroy in office after 1 year.*	
47.	<b>RECIPIENT CHECK AND CANCELLATION REGISTERS</b>	Destroy in office after 3 years.*	
48.	<b>TELEPHONE LOGS (BILLINGS)</b>	Destroy in office after 1 year.*	
49.	<b>TIME CARDS/SHEETS</b>	Destroy in office after 7 years.*	

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<i>ITEM #</i>	<i>STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
50.	<b>TRAVEL REIMBURSEMENTS</b>	Destroy in office after 1 year.*	
51.	<b>TRAVEL REQUESTS</b>	Destroy in office after 1 year.*	
52.	<b>VEHICLE MAINTENANCE FILE</b> File consists of billing records.	Destroy in office when released from all audits.	
53.	<b>VOUCHER REGISTERS FILE, GENERAL EXPENSE AND PERSONAL SERVICE</b>	Destroy in office after 3 years.*	
54.	<b>VOUCHERS, VARIOUS FUNDS</b>	Destroy in office after 3 years.*	
55.	<b>WITHHOLDING TAX FILE</b> Records concerning individual employee's income taxes. Includes wage and income tax reports, IRS forms W-2, W-3, 1099, and similar records of withheld federal and state income taxes.	Destroy in office after 7 years.*	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
56.	<b>WORKING PAPERS</b>	Destroy in office when administrative value ends but within 6 years.	

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**STANDARD-3. LEGAL RECORDS**  
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of Register of Deeds offices or their individual employees or clients.

ITEM #	STANDARD-3: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	CIVIL RIGHTS FILE	a) Retain in office permanently all legal records, including court petitions, court orders, etc. b) Destroy in office reference or duplicate copies 3 years after case is closed.	Comply with provisions of G.S. §132-1.1 regarding confidentiality of legal correspondence.
2.	COMPLAINTS (DISCRIMINATION)	Destroy in office after 3 years.*	
3.	CONTRACTS AND AGREEMENTS FOR CONSTRUCTION, EQUIPMENT AND SUPPLIES	a) Destroy in office construction (capital improvements) contracts 6 years after completion of project. b) Destroy in office services and supplies (non-capital improvements) contracts 3 years after expiration.*	Comply with provisions of G.S. §132-1.1 regarding confidentiality of legal correspondence.
4.	CORRESPONDENCE (LEGAL)	Destroy in office after 3 years.	Comply with provisions of G.S. §132-1.1 regarding confidentiality of legal correspondence.
5.	EASEMENTS AND RIGHT OF WAY AGREEMENTS	Retain in office permanently..	
6.	EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) FILE	Destroy in office after 3 years.	
7.	INSURANCE AND LIABILITY WAIVERS	Destroy in office 6 years from date of termination or settlement of all claims, whichever occurs first.*	

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ITEM #	STANDARD-3: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<b>INSURANCE POLICIES</b> Records regarding accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by agency.	Destroy in office 6 years after date of termination of policy or settlement of all claims, whichever occurs first.*	
9.	<b>LEASES FILE</b>	Destroy in office 3 years after termination of lease.*	
10.	<b>LEGAL OPINIONS</b> Includes opinions rendered by counsel or the State Attorney General's Office concerning the governance and administration of local government.	Retain in office permanently.	
11.	<b>LITIGATION CASE RECORDS</b>	a) Retain official legal records permanently. b) Destroy reference or duplicate records in office 3 years after case is closed.	Comply with provisions of G.S. §132-1.1 regarding confidentiality of legal correspondence.
12.	<b>ORDINANCES (REFERENCE COPY)</b>	Destroy in office 1 year after termination of ordinances.	
13.	<b>OWNERSHIP RECORDS (DEEDS, TITLES)</b>	Destroy in office 1 year after county relinquishes ownership of land.*	
14.	<b>VEHICLE TITLES</b>	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
15.	<b>WARRANTIES</b>	Destroy in office 1 year after expiration of warranty.	

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<i>ITEM #</i>	<i>STANDARD-3: LEGAL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
16.	<b>WORKERS' COMPENSATION LITIGATION FILE</b>	a) Transfer to LITIGATION CASE RECORDS, Standard-3, Item 11, page 16, if official action is taken.  b) Destroy in office remaining records 5 years after claim is closed.	Comply with applicable provisions of G.S. §97-24 and 92 regarding workers' compensation records. Comply with applicable provisions of G.S. §132-1.1(a) regarding confidentiality of legal correspondence.

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**STANDARD-4. PERSONNEL RECORDS**  
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of Register of Deeds office employees.

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when reference value ends.	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	AFFIRMATIVE ACTION FILE	a) Destroy in office reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(e) and 676.35(b).
4.	AFFIRMATIVE ACTION PLANS	Retain per 29 CFR 1608.4.	29 CFR 1608.4
5.	APPLICATIONS, RESUMES, AND INTERVIEW RECORDS	a) Transfer records concerning individuals hired to the appropriate PERSONNEL JACKET (OFFICIAL COPY), Standard-4, Item 46, page 26, when individual accepts employment. b) Destroy unsolicited applications/resumes in office 2 years after receipt. c) Destroy interview documentation (notes, test scores, question lists, etc.) after 2 years per 29 CFR 1602.14 (1992). d) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS	<ul style="list-style-type: none"> <li>a) Destroy in office administrative records after all audits plus 3 years.</li> <li>b) Destroy yearly enrollment records after 1 year.</li> <li>c) Destroy claim records and receipts after all audits plus 3 years.</li> </ul>	
7.	COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT) RECORDS	Destroy in office 3 years from date eligibility ended.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
8.	CORRESPONDENCE/MEMORANDA (PERSONNEL)	Destroy in office after 3 years.	
9.	DEFERRED COMPENSATION FILE	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
10.	DISABILITY SALARY CONTINUATION CLAIMS	<ul style="list-style-type: none"> <li>a) Transfer original forms to Local Government Retirement System for action when received.</li> <li>b) Destroy in office reference copies after 1 year.</li> </ul>	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>DISCIPLINARY FILE</b> Correspondence and other records concerning disciplinary action taken against employees.	Transfer disciplinary records relating to individual's non-selection, performance evaluation, suspension, disciplinary actions, and termination of employment to PERSONNEL JACKET (OFFICIAL COPY), Standard-4, Item 46, page 26.  Destroy remaining records in office when administrative value ends.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
12.	<b>DRUG AND ALCOHOL PROGRAMS FILE</b>	a) Destroy positive test results in office after 5 years. b) Destroy negative test results in office after 1 year. c) Destroy collection logbooks and training records in office after 2 years. d) Destroy equipment calibration, evaluations and annual summaries in office after 5 years.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
13.	<b>DUAL EMPLOYMENT FILE</b>	Destroy in office when reference value ends.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
14.	<b>EDUCATIONAL LEAVE AND REIMBURSEMENT FILE</b>	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning disapproved requests 6 months after disapproval.	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<b>EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS</b> Records concerning certification or qualification as required for employment, continued employment, or promotion.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
16.	<b>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	
17.	<b>EMPLOYEE BENEFITS REGISTER</b>	Destroy in office after 2 years.	
18.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, or removal from program, or until audited, whichever occurs later.	
19.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services Employment Eligibility Verification forms (I-9) created in accordance with 8 CFR 274a.2 (1993).	a) Destroy certificates, I-9 forms, statements, etc. in office 3 years after individual was hired or 1 year from date of separation, whichever is longer. b) Destroy registers in office after 2 years.	8 CFR 274a.2 (1993) 8 USC 1324a
20.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>	Destroy in office when administrative value ends or after 3 years, whichever occurs first.	
21.	<b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports or certificates created to aid in the selection, promotion, or transfer of the applicants or employees.	Destroy in office after 2 years per 29 CFR 1602.31.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<p><b>EMPLOYEE MEDICAL RECORDS</b> Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)</p> <p>Retention Note: Records must be maintained separately from an employee's personnel jacket.</p>	<p>a) Destroy exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.*</p> <p>b) Destroy remaining records in office after 5 years.</p>	<p>Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.</p> <p>Per 29 CFR 1904.4 and 1910.</p>
23.	<p><b>EMPLOYEE PENSION AND BENEFITS PLANS</b> Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments.</p>	<p>Destroy in office 1 year after plan is terminated.</p>	<p>29 CFR 1627.3(b)(2).</p> <p>Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.</p>
24.	<p><b>EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS</b> Forms providing personal identifying data, beneficiary information, option selection, and similar information.</p>	<p>a) Retain permanently pension and deferred compensation forms.</p> <p>b) Destroy life, health, and disability insurance forms 4 years after termination of coverage.</p>	<p>Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.</p>
25.	<p><b>EMPLOYEE SUGGESTIONS</b></p>	<p>Destroy in office when administrative value ends.</p>	
26.	<p><b>EMPLOYEE TRAINING AND EDUCATIONAL RECORDS</b> Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.</p>	<p>a) Destroy non-employee-specific records when superseded or obsolete, but within 5 years.</p> <p>b) Transfer original employee-specific records to Personnel Office for review and disposal.</p>	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	<b>EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS</b>	Destroy in office after 2 years.	29 CFR 1602.31.
28.	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE RECORDS</b>	Destroy in office after 3 years.	
29.	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE RECORDS</b> Records concerning discrimination complaints received and resolved by the county.	Destroy in office 3 years after resolution of case.*	29 CFR 1603.222 (1992).
30.	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS</b> Includes EEO-1, EEO-4, EEO-5, and EEO-6 reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provision of Title VII and the Americans with Disabilities Act (ADA).	Destroy in office after 3 years.	29 CFR 1602 (1992).
31.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32.
32.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, disputes with employees over FMLA, and other related records.	Destroy in office after all audits plus 3 years.*	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
33.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when reference value ends.	

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. Disciplinary correspondence may also be included.	Destroy in office 3 years after resolution.*  See also DISCIPLINARY FILE, Standard-4, Item 11, page 20.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
35.	<b>HAZARDOUS MATERIALS TRAINING RECORDS</b> Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	
36.	<b>HEALTH INSURANCE FILE</b> Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
37.	<b>INCREMENTS FILE</b>	Destroy in office when released from all audits.	
38.	<b>INTERNSHIP PROGRAM FILE</b>	Destroy in office after 3 years.	Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.
39.	<b>JOB EVALUATION DESCRIPTION FILE</b>	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40.	JOB TRAINING PARTNERSHIP ACT RECORDS	Destroy in office 5 years from the date of enrollment.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.  Per 29 CFR 30.8(e).
41.	LEAVE FILE	Destroy in office after 5 years.*  See also TIME CARDS/SHEETS, Standard-2, Item 49, page 13.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
42.	LEAVE WITHOUT PAY FILE	Destroy in office 5 years after return of employee or termination of employment.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
43.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
44.	MERIT FILE	Destroy in office after 2 years.*	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<b>MILITARY LEAVE FILE</b>	Destroy in office after 2 years.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
46.	<b>PERSONNEL JACKET (OFFICIAL COPY)</b> Official copy of personnel file maintained on each agency employee. File includes personnel action forms and records relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.	Destroy in office 30 years from date of separation.  See also EMPLOYEE MEDICAL RECORDS, Standard-4, Item 22, page 22.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
47.	<b>PERSONNEL RECORDS (REFERENCE COPY)</b> Duplicate copy of official personnel jacket that is often maintained below the department level.	Transfer to Personnel Office for review and disposal following separation.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
48.	<b>POLICIES AND PROCEDURES (PERSONNEL)</b>	a) Retain official copy of internal agency personnel policies permanently.  b) Destroy reference copies and external policy procedures when superseded or obsolete.	
49.	<b>POSITION CLASSIFICATION– POSITION HISTORY FILE</b>	Retain in office permanently.	
50.	<b>POSITION DESCRIPTION RECORDS</b> Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
51.	<b>POSITION REQUISITION AND ANALYSIS RECORDS</b> Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
52.	<b>POSITION CONTROL CARDS</b>	Destroy in office when reference value ends.	
53.	<b>SALARY SURVEY RECORDS</b>	Destroy in office when administrative value ends.	
54.	<b>SERVICE AWARDS FILE</b>	Destroy in office 5 years from date of award.	
55.	<b>TEMPORARY EMPLOYEE RECORDS</b> Records concerning temporary employees who were not provided, or were not eligible for, benefits. Does not include personnel records created for specific federal programs.	Destroy in office 1 year from date of separation.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
56.	<b>UNEMPLOYMENT COMPENSATION CLAIMS</b> Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §153A-98 and §132-1.1(a) regarding confidentiality of personnel records.
57.	<b>UNEMPLOYMENT COMPENSATION REPORTS</b> Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after all audits plus 3 years.	

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ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
58.	UNEMPLOYMENT INSURANCE FILE	Transfer original records to the Department of Commerce, Unemployment Insurance Division, when received. Destroy in office remaining records after 2 years.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
59.	<b>VOLUNTEER RECORDS</b> Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
60.	<b>WORK PLANNING AND PERFORMANCE REVIEW FILE</b>	Destroy in office after 3 years.	Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.
61.	<b>WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE</b>	a) Transfer original to the County Personnel Office.  b) Destroy in office reference copy when administrative value ends.	
62.	<b>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</b> Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. File includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. File also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with <i>Hylar v. GTE Prods. Co.</i> , 333 N. C. 258 S.E.2d 698 (1993).)	Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with county personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*	Portions of file may be considered confidential in accordance with G.S. §8-53, and §97-92(b).  Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

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**STANDARD-5. PUBLIC RELATIONS RECORDS**  
Official records and materials created and accumulated by internal public information programs operated by Register of Deeds offices.

ITEM #	STANDARD-5: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ADVERTISEMENTS</b> Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters, etc.	<ul style="list-style-type: none"> <li>a) Destroy the advertisements in office 3 years after expiration.*</li> <li>b) Destroy in office billing information and other fiscal records when released from all audits.</li> <li>c) Retain record with historical value permanently.</li> <li>d) Destroy remaining records in office when reference value ends, but within 5 years.</li> </ul>	
2.	<b>AGENCY PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>a) Retain 1 copy permanently.</li> <li>b) Destroy remaining copies in office when administrative value ends.</li> </ul>	
3.	<b>AUDIO TAPES (PUBLIC RELATIONS)</b>	<ul style="list-style-type: none"> <li>a) Retain records with historical value permanently.</li> <li>b) Destroy remaining records in office when administrative value ends.</li> </ul>	
4.	<b>BIOGRAPHICAL DATA</b>	<ul style="list-style-type: none"> <li>a) Retain records with historical value permanently.</li> <li>b) Destroy in office remaining records when reference value ends.</li> </ul>	
5.	<b>CORRESPONDENCE/MEMORANDA (PUBLIC RELATIONS)</b>	Destroy in office after 3 years.	

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<i>ITEM #</i>	<i>STANDARD-5: PUBLIC RELATIONS RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
6.	<b>FILMS FILE</b>	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	
7.	<b>HOMEPAGE (ELECTRONIC) FILE</b> Electronic records concerning the administration and maintenance of the agency's Web site. (Electronic files may be maintained by a network administrator or information systems office.)	a) Erase/destroy in office when superseded or obsolete. b) Retain records with historical value permanently. Can be maintained in electronic or paper form.	
8.	<b>NEWS CLIPPINGS</b>	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends.	
9.	<b>NEWS AND PRESS RELEASES</b>	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
10.	<b>PHOTOGRAPHS</b>	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
11.	<b>PUBLIC RELATIONS FILE</b> Records concerning overall public relations of county administrative offices. File includes procedures, correspondence, and other related records.	Destroy in office after 5 years.	
12.	<b>SLIDES</b>	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	

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<i>ITEM #</i>	<i>STANDARD-5: PUBLIC RELATIONS RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
13.	<b>SPEECHES</b>	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
14.	<b>VIDEO TAPES (PUBLIC RELATIONS)</b>	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
15.	<b>VISUAL AIDS</b>	Destroy in office when administrative value ends.	

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**STANDARD-6. PROGRAM OPERATIONAL RECORDS.**

Records received, recorded, and created in the Register of Deeds offices in order to meet statutory requirements.

Many of the records in the Register of Deeds Office are permanent records with a high degree of legal, administrative, and historical value. They are to be retained permanently and safeguarded from all damage. Creating microfilm copies of all of these records is a proven method of creating a preservation copy, which may be stored in the film vault of the State Archives. These records may be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by G.S. § 132-8.2. Any county wishing to dispose of any of these records must first contact the Government Records Branch to inquire whether the State Archives wishes to take custody.

*Permanent records may not be intentionally destroyed without written permission from the Department of Cultural Resources.*

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ARMED FORCES DISCHARGES AND INDEX</b> Official copies of military discharges and indexes.	a) Retain official copies in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.  c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.	Comply with applicable provisions of G.S. § 47-113.2 (effective January 1, 2004) regarding the confidentiality and removal of discharge records.
2.	<b>ARMED FORCES DISCHARGE REMOVAL REQUEST FORMS</b> Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.	Destroy in office after 1 year.	G.S. § 47-113.2 (effective January 1, 2004)
3.	<b>BOARD OF COUNTY COMMISSIONERS MINUTE BOOKS</b>	Retain in office permanently.	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives for permanent transfer.*

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<b>BONDS: CLERK OF SUPERIOR COURT</b> Taken or renewed bonds belonging to the office of the Clerk of Superior Court.	Destroy in office 6 years after termination.	G.S. § 58-72-50
5.	<b>BONDS: COUNTY OFFICIALS</b> Register of bonds taken or renewed by the Board of County Commissioners executed to the State for the performance of any duty belonging to any county office.	Retain in office permanently.	G.S. § 58-72-50
6.	<b>BRANDS AND MARKS</b> Brands or earmarks for differentiating livestock.	Series discontinued. Transfer to the State Archives.	
7.	<b>CEMETERY LISTS</b> Lists of public cemeteries in the county outside of the limits of incorporated municipalities and not established and maintained for their use. Also includes lists of abandoned public cemeteries.	a) Retain in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 65-1
8.	<b>CHATTEL MORTGAGES AND INDEX</b> Mortgages, agricultural liens, conditional sales contracts, and all other loans which use personal property as collateral. In 1967 chattel mortgages were succeeded by the Uniform Commercial Code.	Series discontinued. Chattel mortgages satisfied prior to 1967 may be destroyed at any time.	
9.	<b>COHABITATION RECORDS</b> Records of cohabitation filed by freedmen. Includes names of cohabitants and the period of cohabitation.	Series discontinued. Transfer to State Archives.	G.S. § 51-5

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*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives for permanent transfer.*

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	<p><b>CORPORATIONS (INCORPORATIONS) RECORDS AND INDEX</b> Official copies of charters, certificates of dissolution, and other related documentation of corporations whose principal office is in the county.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</p>	G.S. § 55D, Article 3.
11.	<p><b>COUNTY CLAIMS</b> Includes claims, receipts, warrants, vouchers, treasurer's settlements and official reports, ledgers and similar records maintained by the register as clerk to the board of county commissioners.</p>	Series discontinued. Destroy in office upon State Archives approval.	
12.	<p><b>DEEDS, RECORD OF AND INDEX</b> Official copies of deeds in order of registration.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</p>	G.S. § 47-17, 47-113 and 161-14.

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*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives for permanent transfer.*

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p><b>DEEDS OF TRUST (MORTGAGES), RECORD OF AND INDEX</b> Official copies of deeds of trust (mortgages) in order of registration.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</p>	<p>G.S. § 45-4 through 43; G.S. § 47-17 through 36 and G.S. § 161-14.</p>
14.	<p><b>DIVISIONS AND DOWERS RECORDS</b> Copies of reports of commissioners appointed to partition real estate and allot dowers, with certificate of approval of the clerk of superior court.</p>	<p>Series discontinued. Transfer to the State Archives.</p>	<p>G.S. § 29-30 and § 46.</p>
15.	<p><b>FARM NAME REGISTER</b> Register of farm descriptions, names, registrant, and date of registration.</p>	<p>Retain in office permanently.**</p>	<p>G.S. § 80-33</p>
16.	<p><b>GRAVES REMOVAL RECORDS</b> Certificates, maps, attachments and similar records documenting the disinterment and reinterment of graves.</p>	<p>Retain in office permanently.</p>	<p>15A North Carolina Administrative Code 19H .1201</p>
17.	<p><b>HIGHWAY RIGHT-OF-WAY MAPS AND INDEX</b> Plan and profile sheets of the final right-of-way plans for all Department of Transportation projects under which the right-of-way or other interest in real property is acquired or access is controlled.</p>	<p>a) Retain in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p>	<p>G.S. § 136-19.4</p>

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*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives for permanent transfer.*

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>JUROR LISTS AND RECORDS</b> Includes lists of each person qualified to be selected for jury duty within the county, a statement of the sources used and procedures followed in preparing the list, reports, and all other related documentation.	Destroy in office 2 years after superseded.	G.S. § 9-4, 9-7
19.	<b>LAND ENTRY BOOK</b> Record of entries of claims to vacant land. Includes name of person entering claim, description of land claimed, and date claim was filed.	a) Retain in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 146-22
20.	<b>LAND GRANT REGISTER</b> Records of grants from the Office of the Secretary of State obtained by any person.	a) Retain in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	
21.	<b>LAND SOLD FOR TAXES AND INDEX</b> Records of land sold for county taxes. Includes name of delinquent taxpayer, years for which taxes were due, and description of property.	Destroy in office at anytime upon State Archives approval.	
22.	<b>MARRIAGE HEALTH CERTIFICATES</b> Certificates from a regularly licensed physician stating that no evidence of venereal disease, tuberculosis in the infectious or communicable state, or mental incompetence was found in the applicants.	Series discontinued. Destroy in office immediately.	G.S. § 51-9 (Repealed 1994)

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives for permanent transfer.*

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	<p><b>MARRIAGE LICENSES</b> Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates and supporting documentation.</p>	<p>a) Retain original licenses permanently.** b) Destroy in office after 5 years supporting proofs (worksheets), affidavits and related records submitted when applying for or seeking corrections to a license. c) Forward "Application, License and Certificate of Marriage" forms to the Office of Vital Records. a) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p>	<p>G.S. § 51-8 G.S. § 51-21(4) G.S. § 51-18.1</p>
24.	<p><b>MARRIAGE REGISTER</b> Register of all marriages in the county. Includes, but is not limited to, the full name of the husband and wife, the date the ceremony was performed, and the location of the original license and return.</p>	<p>a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p>	<p>G.S. § 51-18</p>
25.	<p><b>MERCHANT RETURNS AND INDEX</b> Merchants' annual reports of total wholesale purchases made, used in determining franchise tax.</p>	<p>Series discontinued. Destroy in office upon State Archives approval.</p>	
26.	<p><b>MERIDIAN RECORDS AND INDEX</b> Records of the testing of surveyors' instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.</p>	<p>Series discontinued. Transfer to the State Archives.</p>	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	<b>MINERAL RIGHTS RECORDS AND INDEX</b>	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	G.S. § 161-22
28.	<b>MISCELLANEOUS RECORDS AND INDEXES</b> Includes tax, school, election and similar records found in the Register of Deeds office.	Destroy in office upon State Archives approval.	
29.	<b>NOTARIES PUBLIC RECORDS AND INDEX</b> Record of Notaries Public. Includes name and signature of the notary, effective date and expiration date of commission, date oath was administered and date of any revocation or resignation. Also includes certificates and transmittals (oath sheets) received from the Notary Public Section, NC Department of Secretary of State.	<ul style="list-style-type: none"> <li>a) Retain “Record of Notaries Public” in office permanently.</li> <li>b) Return “white” copy of transmittal to Notary Public Section once applicant takes oath and receives certificate.</li> <li>c) Destroy in office “yellow” copy of transmittal and orders for revocation or resignation when administrative value ends.</li> <li>d) Return transmittals for applicants failing to appear within 90 days to Notary Public Section.</li> </ul>	G.S. § 10A-8 G.S. § 10A-13

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<p><b>OFFICIAL RECORD BOOK AND INDEX</b> In some offices recorded records (instruments) are compiled in one “official record book”, while other offices compile each type separately. These combined books may include deeds, deeds of trust, armed forces discharges, powers of attorney, satisfactions, withdrawals, transfers, releases, contracts, condemnation, corporations, bankruptcies, farm names, farmland districts, timber marks, historic landmarks, waste disposals, renunciations, tax waivers, exemptions orders, etc.</p>	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	<p>G.S. § 161-14 G.S. § 161-18 G.S. § 161-22</p>
31.	<p><b>PARTNERSHIPS AND ASSUMED NAMES RECORDS AND INDEX</b></p>	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	<p>G.S. § 66-68 through 69</p>
32.	<p><b>PETROLEUM LEASES REGISTER</b> Records indicating the leases which have been renewed for the ensuing year by every person, firm or corporation holding petroleum leases within the county.</p>	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	<p>G.S. § 113-414</p>

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	<b>PLATS, MAPS, AND INDEX</b>	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	G.S. § 47-30
34.	<b>REGISTRATION OF TITLES (TORRENS ACT) AND INDEX</b> Register of certificates of title to real estate established by judgments of the Superior Court under the Torrens Act.	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	G.S. § 43-13
35.	<b>RECORD OF STRAYS</b> Notices of discovery of lost livestock, with reports of commissioners appointed to determine reimbursement to the finder for care of the animal.	Destroy in office when administrative value ends.	G.S. § 68-18.1

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	<b>RECORD OF SURVEYS AND INDEX</b>	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	
37.	<b>TEMPORARY INDEX</b> Temporary index used by office until records are registered and entered into the permanent index.	Destroy in office when administrative value ends.  Retention Note: Registered records are to be entered into a permanent index within 30 days after the date of presentation.	G.S. § 161-14
38.	<b>TIMBER MARKS AND INDEX</b> Copies of letters, figures, or words identifying timber trademarks of any person or business within the county.	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.**</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> <li>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</li> </ul>	G.S. § 80-16

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	<b>UNIFORM COMMERCIAL CODE</b>	<ul style="list-style-type: none"> <li>a) Destroy filing docket and fee book 6 years after final entry.</li> <li>b) Destroy financing statements, continuation statements, and statements of assignments, amendments, or partial releases relating thereto 6 years after date filed.</li> <li>c) Destroy debtor index to financing statements 6 years after final entry.</li> <li>d) Retain termination statements as long as the financing statement or continuation statements would have been in effect, then destroy.</li> </ul>	G.S. § 25, Article 9
40.	<b>VITAL RECORDS: AMENDMENTS</b> Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the Office of Vital Records.	<ul style="list-style-type: none"> <li>a) Destroy in office 1 year after amendment and/or correction was approved, or request was denied or withdrawn.</li> <li>b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations, or other registrants when a new certificate is received.</li> </ul>	G.S. § 130A, Article 4 G.S. § 48-9-107(d) 15A NCAC 19H sections .0900, .1000 and .1100
41.	<b>VITAL RECORDS: APPLICATIONS FOR CERTIFIED COPIES</b> Application forms completed by persons seeking certified copies of birth, death or marriage certificates.	<ul style="list-style-type: none"> <li>a) Destroy in office 1 year from date of request if copies are issued and/or received by requestor.</li> <li>b) Destroy in office 3 years from date of request if copies are not issued and/or received by requestor.</li> </ul>	G.S. § 130A, Article 4
42.	<b>VITAL RECORDS: BIRTHS AND INDEX</b> Official copies of birth certificates deposited with the Register of Deeds by the local Health Department.	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</li> </ul>	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

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ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43.	<b>VITAL RECORDS: DEATHS AND INDEX</b> Official copies of death certificates deposited with the Register of Deeds by the local Health Department. Original records are filed with the Office of Vital Records.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 130A, Article 4
44.	<b>VITAL RECORDS: DELAYED BIRTHS AND INDEX</b> Official copies of certificates registering the birth of a person born in this state, but not registered within one year after birth. Original records are filed with the Office of Vital Records.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 130A, Article 4
45.	<b>VITAL RECORDS: DELAYED BIRTH APPLICATION RECORDS</b> Applications and other records submitted as evidence in support of a delayed registration of birth. Copies are filed with the Office of Vital Records.	a) Destroy in office after 1 year applications and supporting documentation for a non-completed registration. b) Destroy in office after 1 year applications and supporting documentation for a completed registration (certificate was approved).	G.S. § 130A, Article 4 15A NCAC 19H .0400
46.	<b>VITAL RECORDS: REPORT OF DEATHS OCCURRING OUTSIDE OF COUNTY</b> Reports of deaths occurring outside the county of birth received from the Office of Vital Records.	Destroy in office when administrative value ends.	G.S. § 130A, Article 4

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

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**North Carolina Department of Cultural Resources  
Division of Historical Resources  
Government Records Branch**

**REQUEST FOR CHANGE IN RECORDS SCHEDULE**

TO Assistant Records Administrator  
N.C. Division of Historical Resources  
Government Records Branch  
4615 Mail Service Center  
Raleigh, NC 27699-4615

FROM Name \_\_\_\_\_  
County \_\_\_\_\_  
Agency or department \_\_\_\_\_

**INSTRUCTIONS**

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

**CHANGE REQUESTED**

\_\_\_\_\_ Add a new item  
\_\_\_\_\_ Delete an existing item      Standard Number \_\_\_\_\_ Page \_\_\_\_\_ Item Number \_\_\_\_\_  
\_\_\_\_\_ Change an retention period      Standard Number \_\_\_\_\_ Page \_\_\_\_\_ Item Number \_\_\_\_\_

**TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE**

**INCLUSIVE DATES OF RECORDS** \_\_\_\_\_ **VOLUME OF RECORDS IN LINEAR INCHES** \_\_\_\_\_

**DESCRIPTION OF RECORDS**

**PROPOSED RETENTION PERIOD**

Requested by: \_\_\_\_\_  
Signature Title Date



**North Carolina Department of Cultural Resources  
Division of Historical Resources  
Government Records Branch**

**REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS**

TO Assistant Records Administrator  
N.C. Division of Historical Resources  
Government Records Branch  
4615 Mail Service Center  
Raleigh, NC 27699-4615

FROM Name \_\_\_\_\_  
County \_\_\_\_\_  
Agency or department \_\_\_\_\_  
Phone number \_\_\_\_\_

Use this form to request approval from the Department of Cultural Resources to dispose of records you have scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to computer or digital environments. This form does not apply to records which have only been microfilmed or photocopied.  
A completed copy of the "Electronic Records Production Control Self-Warranty" form must be attached. It can be found in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	NUMBER OF TAPES OR DISKS	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: \_\_\_\_\_  
Signature Title Date

Approved by: \_\_\_\_\_  
Signature Mayor/Head of Governing Board Date

Concurred by: \_\_\_\_\_  
(except as indicated) Signature Assistant Records Administrator NC Division of Historical Resources Date

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