RECORDS RETENTION AND DISPOSITION SCHEDULE

REGIONAL COUNCILS

Issued By:

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

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Regional Councils
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

Executive Director
Regional Council of Governments

David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Board of Directors

Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 15, 2008

County/Region

EXECUTIVE SUMMARY

Q. Why do I need this schedule?

A. According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your department is obligated to obtain the DCR's permission to destroy *any* record, no matter how insignificant.

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver negative (original) film in our security vault.

There is a nominal fee for filming and for duplicate film. Contact the analyst assigned to your county for costs and procedures. There is no fee for storage.

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle larger disasters.

Q. Who can I call with questions?

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this "records retention and disposition schedule"?

A. This document is a tool for the employees of local government departments across the state to use when managing the records in their offices. It lists records commonly found in local government offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your department/agency and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions including all amendments.

Q. Why do I need this schedule?

A. According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your department is obligated to obtain DCR's permission to destroy *any* record, no matter how insignificant.

Q. How do I get it approved?

A. The governing board of your organization must approve this schedule for use. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Do I have to have all of the records listed on this schedule?

A. No. This is not a list of records you must have in your office.

Q. I can't find some of my records on this schedule.

A. Call the Records Management Analyst assigned to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

Q. What are public records?

A. The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"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.

Q. Can anyone see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

"Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. … No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. *Do I have to make copies of drafts available to the public that hasn't been approved?*

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. *What do I do with permanent records?*

A. Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. *What is historical value?*

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your county for further assistance.

Q. *I don't have any records.*

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *Can I store our unused records in the basement (attic, outdoor shed)?*

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?*

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality may expire.

Q. *Aren't all of our old records at the State Archives?*

A. Probably not. The State Archives collects only very specific types of records from local government offices. You are certainly welcome to contact the analyst assigned to your county for more information about appraisal and accessioning.

Q. *I have found some really old records. What should I do with them?*

A. Call the analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

Q. *Who can I call with questions?*

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION AND OTHER OFFICIAL ACTION

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or maybe subject to other official actions, however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS: FINANCIAL** Item 5, page 13.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each record series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question below, "***How should I deal with my permanent records?***")

Q. How do I destroy records?

A. After your department has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated;
e) 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 so that the information contained in them cannot be used.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get permission to destroy them?

A. At the end of this schedule is a form called the **Request and Approval of Unscheduled Records Disposal**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.

Q. Do I have to tell anyone about the destruction?

A. We recommend that you report on your records retention activities to your governing Board or Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. Can I give my old records to the historical society or public library?

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. When can I delete my email?

A. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at http://www.ah.dcr.state.nc.us/records/):

- *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*
- *E-Mail User Guidelines Checklist*
- *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*

Q. We have an imaging system. Do we have to keep the paper?

A. You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:
Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. . . . Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources. The preservation duplicate of permanent records must be either paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. Do I have to print my email to file it?

A. As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. I use my personal email account for work. No one can see my personal email.

A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "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" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Our office provides a publication *Micrographics: Technical and Legal Procedures* on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film;
- filming methods;
- processing (developing) film;
- storage methods.

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in local governments. Once those records are filmed, we will store the silver original film in our security vault.

There is a nominal fee for filming and for duplicate film. Contact the analyst assigned to your county for costs and procedures. There is no fee for storage.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the "*Certification of the Preparation of Minutes for Microfilming*" form (available online at http://www.ah.dcr.state.nc.us/records/) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they're being filmed?

A. Just call the Raleigh Office at (919) 807-7350, and ask for the analyst in charge of minutes.

Q. Can I email you my minutes?

A. Not at this time. We require photocopies of the approved minutes, complete with signatures.

Q. I have some old minutes that aren't signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my books are destroyed after they have been filmed?

A. Call the analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

A. Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your county.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. While we have a group of prepared workshops that we can offer at any time, we are also happy to work with you directly to develop training suited to your specific needs. Our basic workshops are:

- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management.
- **Evaluating Filing Systems** – how to evaluate and improve filing systems.
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system.
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what to do after a disaster happens.
- **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let the analyst assigned to your county know what type of training you need.

Q. Do we have to come to Raleigh for workshops?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

Q. Is there a fee for workshops?

A. Not at this time.

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** (located at the end of the this schedule). 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 regional councils.

ITEM #	***STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
2.	**AGENDA AND MEETING PACKETS FILE** Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. See also **MINUTES OF PUBLIC BODIES** item 34, page 7.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends.	
3.	**APPLICATIONS FOR APPOINTMENT** Applications and related documentation received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning individuals appointed 1 year after expiration of term. b) Destroy in office remaining records after 2 years.	
4.	**APPOINTMENTS REPORTING RECORDS** Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1
5.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Records concerning associations, organizations, groups, etc., that 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.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**AUDITS: PERFORMANCE** Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also **AUDITS: FINANCIAL**, item 5, page 13.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
7.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	
8.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of agency owned buildings and facilities. May include as-built plans and related records concerning approved changes.	Retain for life of structure.	Comply with applicable provisions of G.S.§132-1.7 regarding the confidentiality of security records.
9.	**BULLETINS**	Destroy in office when administrative value ends.	
10.	**BUSINESS LICENSES**	Destroy in office 5 years after expiration.	
11.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
12.	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
13.	**CITIZEN COMPLAINTS AND SERVICE REQUESTS** Records concerning objections, dissatisfaction or disagreements with actions or positions taken or not taken by the agency. May include routine requests for service or information and petitions with no legal affect.	a) Destroy in office 1 year after resolution.* b) Transfer to **LITIGATION CASE RECORDS** item 10, page 32 if legal action is taken.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**CONFERENCES AND WORKSHOPS FILE** Record concerning conferences and workshops conducted or attended by department/agency employees. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 31, page 39.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
15.	**CORRESPONDENCE AND MEMORANA** See also **Public Records with Short Term Value** page xii. For information on handling electronic mail, See **Electronic Records and Digital Imaging** page ix.	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.	
16.	**EQUIPMENT AND PROPERTY INVENTORIES** Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
17.	**EQUIPMENT AND VEHICLE REFERENCE FILE** Includes operation, specification and technical manuals, brochures, bulletins and related documentation.	Destroy in office when superseded, obsolete or asset is no longer owned.	
18.	**EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of county owned facilities. See Also **GRANTS** item 26, page 5.	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.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
19.	**EQUIPMENT, FACILITY AND VEHICLE USAGE RECORDS** Records concerning the assignment, request and usage of agency assets. May include 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.	
20.	**FACILITY ACCESSIBILITY FILE** Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey 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).
21.	**FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of county owned facilities. See Also **GRANTS** item 26, page 5.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of facilities. b) Destroy records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
22.	**FUND DRIVE AND EVENT RECORDS** Records concerning 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.	
23.	**GOALS AND OBJECTIVES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superceded or obsolete.	
24.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
25.	**GRANT PROPOSALS**	a) Transfer records concerning approved grants to **GRANTS** item 26, page 5 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.	
26.	**GRANTS** Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also **GRANTS: FINANCIAL RECORDS** item 28, page 16.	a) Destroy in office records relating to specific non-continuing grants 5 years.* b) Destroy in office annually records relating to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded when administrative value ends.	09 NCAC 03M .0703(4)
27.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the organization and its employees. May include published and unpublished histories, photographs, newspaper clippings, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superceded or obsolete.	
28.	**INDEX FILE**	Destroy in office when reference value ends.	
29.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
30.	**LITIGATION CASE FILE** Legal cases in which the agency is a party.	a) Transfer to **LITIGATION CASE RECORDS** item 10, page 32 when reference value ends. b) Destroy copies in office when administrative value ends.	Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.
31.	**LOST AND STOLEN PROPERTY REPORTS** Includes reports of vandalism.	Destroy in office after 3 years.*	
32.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carries.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends.	G.S. § 143-318.12 (b) 2
33.	**MANAGEMENT STUDIES**	a) Retain record with historical value permanently. b) Destroy in office remaining records when superceded or obsolete.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**MINUTES OF PUBLIC BODIES** As defined by § 143-318.10 (b), include official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records. The NC State Archives offers security microfilming services for such records. b) The official minutes of advisory boards may only be destroyed upon approval by the NC State Archives. The NC State Archives reserves the right to designate the minutes of any advisory board as permanent, and offers security microfilming services for such records c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the NC State Archives reserves the right to designate the minutes as permanent, and offers security microfilming services for such records. d) Reference copies of minutes of any public body may be destroyed when administrative value ends. No NC State Archives approval to purge is required.	G.S. § 143-318.10
35.	**MINUTES (STAFF MEETINGS)** Minutes of 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)
36.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules.	Destroy in office when administrative value ends.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
37.	**OFFICE SECURITY RECORDS** Records concerning the security of the office, its equipment, and office personnel. May include visitor's register, security and surveillance system reports and tapes.	a) Destroy in office or reuse after 30 days tapes not required to support known investigations or litigation b) Destroy remaining records in office after 1 year.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
38.	**ORDINANCES** Includes code of ordinances and ordinance development records. See the **Microfilm** section on page x for instructions on microfilming.	a) Retain official copy permanently. b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends. c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends, whichever occurs first.	
39.	**ORGANIZATION RECORDS** 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.	
40.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
41.	**PLANNING AND DEVELOPMENT FILE** Records concerning the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.	a) Retain record with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
42.	**PRINTING REQUESTS**	Destroy in office when reference value ends.	
43.	**PROJECTS FILE** Includes project correspondence, final reports, specifications and contract documents, 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 3 years after completion of project.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
44.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic.	Destroy in office when reference value ends.	
45.	**PUBLICATION AFFIDAVITS** Verifications from newspapers that public notices have been published.	Destroy in office after 2 years.	
46.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.	
47.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
48.	**RECORDS MANAGEMENT FILE** Includes correspondence with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain records concerning the final disposition of records permanently. b) Destroy in office remaining records when administrative value ends.	
49.	**REFERENCE (READING) FILE** Subject files containing informational copies of record organized by areas of interest.	Destroy in office when reference value ends.	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
50.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, sub-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain reports and studies prepared by request of an agency's governing body or a court permanently. c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually. d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis. e) Destroy in office remaining reports and studies when administrative value ends. *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time..*	
51.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also **BIDS FOR PURCHASE** item 8, page 14.	Destroy in office when administrative value ends.	
52.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	
53.	**RESEARCH AND STUDIES FILE (ADMINISTRATIVE)** Includes feasibility studies, planning and land use studies, transportation system plans, and similar 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.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
54.	**RESOLUTIONS, PROCLAMATIONS AND ORDERS** See the **Microfilm** section on page x for instructions on microfilming .	a) Retain one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends. c) Destroy in office development records when administrative value ends.	
55.	**STATE AND OTHER COUNTY PROGRAMS** Resource materials, program information, and other related records concerning other state or county programs.	Destroy in office when reference value ends.	
56.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
57.	**TELEPHONE USAGE LOGS AND REPORTS**	Destroy in office when administrative value ends.	
58.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
59.	**VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** Records concerning the maintenance, repair and inspection of agency owned vehicles. See Also **GRANTS** item 26, page 5.	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.	
60.	**VETERANS COMMISSION QUARTERLY REPORTS**	Destroy in office after 5 years.	
61.	**WORK ORDERS (EQUIPMENT REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 18, page 3.	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
62.	**WORK ORDERS (FACILITY REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 21, page 4.	
63.	**WORK ORDERS (VEHICLE REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 59, page 11.	

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page vii.*

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

ITEM #	***STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTIBLE**	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectible.*	
4.	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	**AUDITS: FINANCIAL** Records concerning internal and external financial statement and financial related audits. Includes reports, working papers, and related records. See also **AUDITS: PERFORMANCE**, item 6, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	G.S. § 159-34
6.	**AUTHORIZATION FORMS**	Destroy in office after 3 years.*	
7.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRANTS.**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**BIDS FOR PURCHASE** Records concerning quotes to supply products and services. May include advertisements, requests for proposals, tabulations, bid bonds, awards letters, records of bids and related records concerning accepted and rejected bids.	a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.* b) Destroy in office all other successful (awarded) bid records 3 years after purchase.* c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.	G.S. § 143 Article 8
9.	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.	G.S. § 153A-176
10.	**BILLING AND CLAIMS** Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office after 3 years after settlement.*	
11.	**BUDGET RESOLUTIONS AND ORDINANCES** Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain permanently official copies in the minutes of the governing board. b) Destroy in office remaining copies when administrative value ends.	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15
12.	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	Destroy in office after 3 years.*	G.S. § 159-10
13.	**CASH RECEIPTS**	Destroy in office after 3 years.*	
14.	**CHECK STUBS** Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
15.	**CHECK REGISTER, VARIOUS FUNDS**	a) Destroy computerized check registers in office after 1 year.* b) Destroy in office all other registers after 3 years.*	
16.	**CONTRACT BUDGET AND EXPENDITURE REPORTS**	Destroy in office after 3 years.*	
17.	**CREDIT CARD USE FILE**	Destroy in office after 1 year.*	
18.	**DAILY CASH REPORTS**	Destroy in office after 1 year.*	
19.	**DAILY DETAIL REPORTS**	Destroy in office after 1 year.*	
20.	**DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS**	Destroy in office after 1 year.*	
21.	**DEPOSITS**	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
22.	**DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)**	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
23.	**DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS**	Destroy in office when superseded or obsolete.	
24.	**DISTRICT INVESTMENT RECORDS**	Destroy in office after 3 years.*	
25.	**EXPENDITURE REPORTS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
26.	**FACILITY SERVICE AND MAINTENANCE AGREEMENTS** See Also **GRANTS: FINANCIAL**, item 28, page 16.	a) Destroy depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
27.	**FINANCIAL JOURNALS AND LEDGERS**	a) Destroy in office after 3 years year-end summaries of receipts and disbursements. b) Destroy in office after 1 year daily, monthly or quarterly transaction detail journals and ledgers.	
28.	**GRANTS: FINANCIAL** Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records. See Also **GRANTS** item 26, page 5.	Destroy in office 5 years after submission of final expenditure report.*	
29.	**INSURANCE FILE** Certificates of insurance and related records provided by insurance provides as proof of coverage. See also **BILLING AND CLAIMS** item 10, page 14. See also **GRANTS: FINANCIAL** item 28, page 16.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
30.	**INVOICES**	Destroy in office after 3 years.*	
31.	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
32.	**LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS**	Destroy in office after 3 year.*	
33.	**MONTHLY BUDGET REPORTS**	Destroy in office after 2 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**PAID CHECKS, BILLS AND VOUCHERS**	Destroy in office after 3 years.*	
35.	**PATIENT FEE SUMMARY**	Destroy in office after 1 year.	
36.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, W-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records.	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
37.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)**, item 48, page 42. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
38.	**PURCHASE ORDERS** Records, forms and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL**, item 28, page 16.	Destroy in office after 3 years.*	
39.	**PURCHASING REPORTS AND LOGS** Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	
40.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
41.	**TELEPHONE LOGS (BILLINGS)**	Destroy in office after 1 year.*	
42.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records concerning the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy all remaining records in office after 4 years.*	29 CFR 516.5 29 CFR 516.6 29 CFR 825.500 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4
43.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL**, item 28, page 16.	Destroy in office after 3 years.*	
44.	**VEHICLE MAINTENANCE FILE** Includes billing records. See also **GRANTS: FINANCIAL**, item 28, page 16.	Destroy in office after 3 years.*	
45.	**VENDOR FILE** Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when administrative value ends.	
46.	**VOUCHER REGISTERS FILE**	Destroy in office after 3 years.*	
47.	**VOUCHERS**	Destroy in office after 3 years.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
48.	**WITHHOLDING TAX FILE** Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

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STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS
Information technology encompasses all activities undertaken by regional councils to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information, and G.S. 132-6.1 (c) regarding the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

ITEM #	***STANDARD-3: INFORMATION TECHNOLOGY RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
GENERAL ADMINISTRATION Records concerning IT policy development, planning, and the coordination of activities.			
1.	**POLICIES AND PROCEDURES** Records concerning policies and procedures. May include systems development, data retention and disposition, and data ownership, access and security.	a) Retain official copy of internal agency policies permanently. b) Destroy reference copies and external policy procedures when superseded or obsolete.	
2.	**SERVICES PLANNING FILE** Plans for information resources management, information systems development, technology acquisitions, data processing services provision, and related functions.	a) Retain records with historical value permanently. b) Destroy in office master copies of plans and supporting documentation after 3 planning cycles subsequent to completion or revision of plans. c) Destroy in office remaining records when superseded or obsolete.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**PROCUREMENT (HARDWARE & SOFTWARE) FILE** Reference copies of records concerning the procurement of system hardware and software. May include request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information, including references and literature on the firm or product line.	Destroy in office when reference value ends.	
4.	**PROCUREMENT (IT SERVICES) FILE** Reference copies of records concerning the purchasing process, authorizing and providing funds for payments, and satisfying claims by private service providers. May include purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.	Destroy in office when reference value ends.	
5.	**USER CHARGE BACK FILE (IT)** Records concerning documentation of usage, calculation of costs, and billing of program units for IT services.	Destroy in office after 3 years. *	
SYSTEMS AND APPLICATION DEVELOPMENT Records concerning the development, modification, procurement, and testing of systems and applications.			
6.	**APPLICATION DEVELOPMENT PROJECT FILE** Records concerning the development and modification of an automated system or application. May include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence.	Destroy in office 3 years after completion of project. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**APPLICATION DOCUMENTATION FILE** Records concerning program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.	Destroy in office 1 year after program is superseded or obsolete. *	
8.	**DATA DOCUMENTATION FILE** Records (sometimes known as metadata) concerning the development and modification of and the access, retrieval, manipulation, and interpretation of data in an automated system. May include data element dictionary, file layout, codebook or table, and other records concerning the meaning, purpose, structure, logical relationships, and origin of the data elements.	Destroy in office 3 years after system or application has been discontinued and after system's or application's instance data have been destroyed or transferred to a new structure or format. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	
9.	**SYSTEMS DOCUMENTATION FILE** Records concerning user and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or work flow records, system specifications, and input and output specifications.	Destroy in office 3 years after superseded or obsolete. *Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**QUALITY ASSURANCE FILE** Records concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines. May include reviews, assessments, and supporting documentation.	Destroy in office 3 years after associated source code is superseded or obsolete. *	
11.	**TEST DATABASE FILE** Records concerning benchmark data sets, test results constructed or used to test or develop a system, and other related documentation.	Destroy in office when reference value ends. *	
COMPUTER OPERATIONS AND TECHNICAL SUPPORT Records concerning operating systems, maintaining hardware and software, data input services, system backup off-line storage operations, job and production control, monitoring system usage, and liaison with hardware and software vendors.			
12.	**AUDIT TRAILS FILE** Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years. *	
13.	**COMPUTER RUN SCHEDULING** Records concerning the scheduling of computer runs. May include daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Destroy in office when administrative value ends. *	
14.	**HARDWARE DOCUMENTATION** Records concerning the use, operation, and maintenance of an agency's IT equipment. May include operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Destroy in office when superseded or obsolete and after transfer of data to new hardware environment.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
15.	**INPUT/SOURCE RECORDS** Records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled in any agency records schedule.	Destroy in office after completion of data entry and after all verification and quality control procedures. *Retention Note: Records retained for fiscal audit or legal purposes, or records that include information not entered into the data file, need to be scheduled separately by the responsible program unit.*	
16.	**IT MAINTENANCE CONTRACTS** Reference copies of maintenance contracts and related records for data processing equipment. May include copies of contracts, service histories, and work orders.	Destroy in office after administrative value ends.	
17.	**OFF-LINE STORAGE LIBRARY CONTROL RECORDS** Records (automated or non-automated) concerning control of the location, maintenance, and disposition of off-line storage media. May include lists of holdings, control logs, and scratch reports (file destruction reports).	a) Retain destruction records permanently unless transferred to **RECORDS MANAGEMENT FILE**, item 48, page 9. b) Destroy all other records in office after 3 years.*	
18.	**SYSTEM AND HARDWARE CONVERSION PLANS** Records concerning the replacement of equipment or computer systems.	Destroy in office 1 year after completion of conversion.	
19.	**SCANNING AND DATA ENTRY AUDIT REPORTS** Reports documenting the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
20.	**SCANNING AND DATA ENTRY QUALITY CONTROL RECORDS** Logs and reports documenting quality control procedures and corrective action taken in scanning and data entry processes.	Destroy in office after 3 years.*	
DATA ADMINISTRATION Records concerning data administration support. May include maintenance of data standards, corporate data models, and data definitions and dictionaries.			
21.	**DATA/DATABASE DICTIONARY** Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, or origin of data. May include information on data element definitions, data structures or file layout, code tables, and other data attribute information.	Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format. *Please Note: These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes offline. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a program records retention and disposition schedule.*	
22.	**DATA/DATABASE DICTIONARY REPORTS** Periodic printouts from a data/database dictionary system. May include data element attribute reports, database schema, and related records used for reference purposes.	Destroy in office when superseded or obsolete.	
23.	**FINDING AIDS (INDEXES)/TRACKING SYSTEMS FILE** Includes electronic indexes, lists, registers, and other finding aids providing access to records in paper and electronic format in the custody of the data processing unit.	Destroy in office when related paper or electronic records have been destroyed or transfer in accordance with the disposition of the related paper or electronic records, as appropriate.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
USER/OFFICE AUTOMATION SUPPORT Records concerning the support to users of a computer application or office automation system. May include assisting users to solve software and hardware problems, installing hardware or software, providing training, and providing review and recommendation of software for agency use.			
24.	**HARDWARE AND SOFTWARE REVIEW** Records concerning the review of and recommendations for hardware and software use. May include vendor information, manuals, hardware and software reviews, and other related records.	a) Destroy in office review materials after selected hardware or software is no longer in use. b) Destroy in office review material for non-selected hardware or software after reference value ends.	
25.	**HELP DESK TELEPHONE LOGS AND REPORTS** Records concerning requests for technical assistance and responses to these requests as well as the collection of information on the use of computer equipment for program delivery, security, or other purposes.	Destroy in office after 2 years. *	
26.	**SITE, EQUIPMENT, AND SOFTWARE SUPPORT FILE** Records concerning support services provided to specific equipment and software or installations. May include site visit reports, program and equipment service reports, service histories, and correspondence and memorandums.	a) Destroy service histories and other summary records when equipment or software is no longer in use. b) Destroy remaining records after 3 years.	
27.	**TRAINING (IT) COURSE INFORMATION** Records concerning training courses run by a user support or office automation support group. May include memorandums, flyers, catalogues, registration forms, rosters, and other related records.	Destroy in office when superseded or obsolete.	
NETWORK AND DATA COMMUNICATION SERVICES Records concerning installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and communications with network providers.			

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
28.	**CIRCUITS (IT) INVENTORIES FILE** Records concerning network circuits used by the agency. May include circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other related records.	Destroy in office when superseded or obsolete.	
29.	**NETWORK AND CIRCUIT INSTALLATION AND SERVICE FILE** Records concerning requests by departments to public or private providers for data communication service, installation, or repair. May include work orders, correspondence, memorandums, work schedules, copies of building or circuitry diagrams, copies of fiscal documents, and other related records.	Destroy in office 2 years after completion of work. *	
30.	**NETWORK IMPLEMENTATION PROJECT FILE** Records concerning the planning for and implementation of a network. May include reports, justifications, working diagrams of proposed network, wiring schematics, diagrams and other related records.	Destroy in office when superseded or obsolete.	
31.	**NETWORK SITE AND EQUIPMENT SUPPORT FILE** Records concerning support services provided to specific sites and computer to computer interfaces on a network. May include site visit reports, trouble reports, service histories, and correspondence and memoranda.	a) Destroy service histories and other summary records when equipment is no longer in use. b) Destroy remaining records after 3 years.	
COMPUTER AND INFORMATION SECURITY Records concerning measures taken to secure government property, networks, and data.			

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
32.	**AGENCY INTERNET SERVICES LOGS** Electronic files or automated logs created to monitor access and use of services provided via the Internet and use of the internet by employees. May include FTP (file transfer protocol), World Wide Web site, agency Telnet services, or other service providers.	Destroy in office when administrative value ends. *	
33.	**COMPUTER USAGE FILE** Electronic files or automated logs created to monitor computer system usage. May include log-in files, system usage files, data entry logs, data concerning individual computer program usage, security logs, and other related records.	Destroy in office when administrative value ends. *	
34.	**COMPUTER SECURITY INCIDENT FILE** Records concerning incidents involving unauthorized attempted entry, probes and/or attacks on electronic data processing systems, information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. May include reports, logs, extracts and compilations of data, and other related records.	Destroy in office after 1 year or when administrative value ends. *	
35.	**DISASTER PREPAREDNESS AND RECOVERY PLANS (IT)** Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in secure, off-site location.)	a) Retain records documenting past disaster recovery permanently. b) Destroy in office after superseded or obsolete.	
36.	**NETWORK USAGE FILE** Electronic files or automated logs created to monitor network usage. May include log in files, system usage files, and other related records.	Destroy in office when administrative value ends.*	

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page vii.*

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
37.	**NETWORK USAGE REPORTS** Summary reports and other related records created to document computer usage for reporting or other purposes.	Destroy in office when administrative value ends.*	
38.	**SYSTEM BACKUP FILE** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. (System backup files and records should be stored in secure, off-site location.)	Destroy in office in accordance with your office's established, regular backup plan and procedures. *See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on Government Records Branch website.*	
39.	**SYSTEM USERS ACCESS RECORDS** Records concerning control or monitoring individual access to a system and its data.	Destroy in office 1 year after access for employee is withdrawn. *	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

STANDARD-4. LEGAL RECORDS
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of regional councils or their individual employees or clients.

ITEM #	***STANDARD-4: LEGAL RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales etc.	a) Retain permanently if record provides only evidence of action(s) taken. b) Destroy remaining records in office after 3 years.*	G.S. § 1 Article 50
2.	**COMPLAINTS (DISCRIMINATION)** Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	a) Destroy in office 2 years after final disposition of the charge. b) Transfer to **LITIGATION CASE RECORDS** item 10, page 32 if legal action is taken.	
3.	**CONTRACTS AND AGREEMENTS** Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements and memorandums of understanding.	a) Destroy construction (capital improvements) contracts 6 years after completion or termination of project.* b) Destroy all other contracts and agreements 3 years after expiration, termination, or completion.* c) Retain contracts and agreements with historical value permanently.	
4.	**CORRESPONDENCE (LEGAL)** Correspondence and related records concerning actions taken to recover debts, fines, penalties, and assure violations concerning solid waste, environmental health, public health, erosion control, etc.	a) Destroy in office 3 year after resolution. b) Transfer to **LITIGATION CASE RECORDS** item 10, page 32 if legal action is taken. See also **Public Records with Short Term Value** page xii. For information on handling electronic mail, See **Electronic Records and Digital Imaging** section page ix.	Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal council.

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**EASEMENTS AND RIGHT OF WAY AGREEMENTS** Granted to and by the agency.	a) Retain originals permanently. b) Destroy copies in office when administrative value ends.	
6.	**INSURANCE POLICIES** Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the county.	a) Destroy original records 6 years from date of termination or settlement of all claims, whichever occurs first.* b) Destroy copies in office when administrative value ends.	
7.	**LEASES FILE** Records concerning leases for property leased by and from other parties and agency property leased to the public. See Also **GRANTS** item 26, page 5.	a) Destroy original records 3 years after termination of lease.* b) Destroy copies in office when administrative value ends.	
8.	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.	a) Retain original records permanently. b) Destroy copies in office when administrative value ends.	
9.	**LEGAL REVIEW RECORDS** Includes legal reviews of by-laws and charges to boards and commissions, conflict of interest, and all other departmental matters as requested. See also **LEGAL OPINIONS** item 8, page 31.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations; whichever is longer.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.

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ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**LITIGATION CASE RECORDS** Civil suits to which the county is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	**Retain cases having precedent or historical value permanently.** a) Destroy in office adjudicated cases 5 years after final disposition. **Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations; whichever is longer.** *Retention Note: Records are retained by the Clerk of Superior Court's office in each county.*	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
11.	**ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS** Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office development records when ordinance is no longer in effect.	
12.	**OWNERSHIP RECORDS (DEEDS, TITLES)**	Destroy in office 1 year after county relinquishes ownership of land.*	
13.	**VEHICLE TITLES**	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
14.	**WARRANTIES**	Destroy in office 1 year after expiration of warranty.	

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STANDARD-5. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of regional council employees. Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

ITEM #	***STANDARD-5: 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.	**ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES**	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office after 5 years all reports, analyses, and statistical data. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b) 29 CFR 1608.4
5.	**APPRENTICESHIP PROGRAM RECORDS**	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	**APTITUDE AND SKILLS TESTING RECORDS** Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also **EMPLOYMENT SELECTION RECORDS** item 16, page 36.	a) Destroy applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS**	a) Destroy in office administrative records after all audits plus 3 years. b) Destroy yearly enrollment records after 1 year. c) Destroy claim records and receipts after all audits plus 3 years.	
8.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)** Includes notifications, election and claim forms, rejection letters and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161
9.	**DEFERRED COMPENSATION FILE**	Destroy in office when reference value ends.	
10.	**DISABILITY SALARY CONTINUATION CLAIMS**	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year.	
11.	**DISCIPLINARY FILE** Correspondence and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**DRUG AND ALCOHOL PROGRAMS FILE** Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms and all other program related documents.	a) Destroy in office after 5 years alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program. b) Destroy in office after 3 years records obtained from previous employers concerning drug and alcohol test results. c) Destroy in office after 2 years records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff. d) Destroy in office after 1 year records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02. *Retention Note: Records should be maintained in a location with controlled access.*	49 CFR 382.401 49 CFR 40.333 49 CFR 655.71
13.	**DUAL EMPLOYMENT FILE** Records concerning employees' requests and authorizations to accept secondary employment.	a) Destroy approved requests and related records 1 year after employee terminates outside employment. b) Destroy unapproved requests and related records after 6 months.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE**	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.	
15.	**EMPLOYMENT APPLICATIONS AND RESUMES** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letter of reference and similar records.	a) Transfer application, resumes, transcripts and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created, received, or the personnel action involved, whichever is longer. c) 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.* d) Destroy unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt.	
16.	**EMPLOYMENT SELECTION RECORDS** Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records. See also **APTITUDE AND SKILLS TESTING RECORDS** item 6, page 33.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion. See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 15, page 36.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
18.	**EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES** Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
19.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
20.	**EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS** Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program.*	
21.	**EMPLOYEE ELIGIBILITY RECORDS** Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification forms (I-9) forms.	a) Destroy certificates, I-9 forms and statements, in office 3 years after individual was hired or 1 year from date of separation. b) Destroy registers in office after 2 years.	8 USC 1324
22.	**EMPLOYEE EXIT INTERVIEW RECORDS**	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office after 1 year.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
23.	**EMPLOYEE HEALTH CERTIFICATES** Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	Destroy in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	29 CFR 1602.31
24.	**EMPLOYEE MEDICAL RECORDS** 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.)	a) Destroy exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.* b) Destroy records pertaining to job-related illness and injury in office after 5 years. c) Destroy results of medical examinations required in connection with personnel actions and similar records in office after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910
25.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Transfer pension and deferred compensation enrollment forms to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy life, health, and disability insurance enrollment forms 4 years after termination of coverage.	
26.	**EMPLOYEE PENSION AND BENEFITS PLANS** 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.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
27.	**EMPLOYEE PERFORMANCE REVIEW FILE**	a) Destroy in office after 3 years supervisor approved and signed work plans. b) Destroy in office remaining records when administrative value ends.	
28.	**EMPLOYEE POLYGRAPH RECORDS** Includes statements informing employee of the time, place and reasons for the test. Copy of notice sent to examiner identifying employee to the tested. Copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
29.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.	
30.	**EMPLOYEE SUGGESTIONS**	Destroy in office when administrative value ends.	
31.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** 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.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42 if such training and testing is required for the position held or could affect career advancement. Destroy remaining records when administrative value ends. b) Destroy in office non-employee-specific records 1 year from date record was created.	29 CFR 1627.3
32.	**EMPLOYEE WORKS SCHEDULES AND ASSIGNMENT RECORDS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.	
33.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
34.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS** Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the county.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years after resolution of case.*	29 CFR 1602.31
35.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS** Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). Also includes complied documentation used to complete EEO reports.	Destroy in office after 3 years.	29 CFR 1602
36.	**EQUAL PAY RECORDS** 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
37.	**FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS** Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Destroy in office 3 years after leave ends.*	29 CFR 825.500(b)
38.	**FRINGE BENEFITS FILE**	Destroy in office when reference value ends.	
39.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. Disciplinary correspondence may also be included. See also **DISCIPLINARY FILE** item 11, page 34.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
40.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
41.	**INCREMENTS FILE**	Destroy in office when released from all audits.	
42.	**INTERNSHIP PROGRAM FILE**	Destroy in office after 3 years.	
43.	**LEAVE FILE** Records concerning employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc.	a) Destroy in office records concerning military service leave 5 years after leave ends.* b) Destroy in office records concerning non-military service leave 5 years after leave ends.*	5 CFR 1208 29 CFR 825.500(b)
44.	**LEAVE WITHOUT PAY FILE**	Destroy in office 5 years after return of employee or termination of employment.	
45.	**LONGEVITY PAY REQUESTS**	Destroy in office when released from all audits.	
46.	**MERIT AND SENIORITY SYSTEM RECORDS**	a) Destroy employee-specific records in office after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
47.	**PERSONNEL ACTION NOTICES** Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
48.	**PERSONNEL RECORDS (OFFICIAL COPY)** Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms 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** item 24, page 38.	G.S. § 160A-168 (Municipal Employees) G.S. § 153A-98 (County Employees)
49.	**PERSONNEL RECORDS (REFERENCE COPY)** Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy remaining records when administrative value ends.	
50.	**POLICIES AND PROCEDURES (PERSONNEL)**	a) Retain official copy of internal agency personnel policies permanently. b) Destroy reference copies and external policy procedures when superseded or obsolete.	
51.	**POSITION CLASSIFICATION/POSITION HISTORY FILE**	Retain in office permanently.	
52.	**POSITION CONTROL CARDS**	Destroy in office when reference value ends.	
53.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office 2 years from the date of record.	29 CFR 1620.32
54.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
55.	**SALARY SURVEY RECORDS**	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
56.	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
57.	**TEMPORARY EMPLOYEE RECORDS** Records concerning temporary employees who were not provided or eligible for benefits. Does not include personnel records created for specific federal programs.	Destroy in office 1 year from date of separation.	
58.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
59.	**UNEMPLOYMENT COMPENSATION REPORTS** 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 3 years.*	
60.	**UNEMPLOYMENT INSURANCE FILE**	a) Transfer original records to the Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	
61.	**VOLUNTEER RECORDS** 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.	

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ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
62.	**WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE** Includes program policies, guidelines, and related administrative documentation.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends.	
63.	**WORKERS' COMPENSATION PROGRAM CLAIMS FILE** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).)	a) 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.* b) If official action has been initiated, transfer to **LITIGATION CASE RECORDS** item 10, page 32.	Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records.

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

STANDARD-6. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by regional councils.

ITEM #	***STANDARD-6: PUBLIC RELATIONS RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain record with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years.	
2.	**AGENCY PUBLICATIONS{ XE "PUBLICATIONS, AGENCY"}**	a) Retain record with historical value permanently. b) Destroy remaining copies in office when administrative value ends.	
3.	**AUDIO TAPES (PUBLIC RELATIONS)**	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.	
4.	**BIOGRAPHICAL DATA**	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.	
5.	**FILMS FILE**	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	

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

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ITEM #	***STANDARD-6: PUBLIC RELATIONS RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
13.	**VIDEO TAPES**	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
14.	**VISUAL AIDS**	Destroy in office when administrative value ends.	

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STANDARD-7. RISK MANAGEMENT RECORDS
Official records created and accumulated for use regional council risk management officers.

ITEM #	***STANDARD-7: RISK MANAGEMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 63, page 44. See also **LITIGATION CASE FILE** item 10, page 32, if report results in legal action.	a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 63, page 44. 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.	
2.	**ASBESTOS MANAGEMENT PLAN**	Destroy in office 1 year after building is destroyed or ownership is transferred.	29 CFR 1910.1001
3.	**BLOODBORNE PATHOGEN TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 42 if such training and testing is required for the position held or could affect career advancement. Destroy remaining records when administrative value ends. b) Destroy remaining records in office after 3 years.*	29 CFR 1910.1030(h)(2)(ii).
4.	**CLAIM COST REPORTS AND/OR STATEMENTS**	Destroy in office after 3 years.*	

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ITEM #	STANDARD-7: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious).	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
6.	**EMPLOYEE MEDICAL EXPOSURE RECORDS** Records concerning the exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens.	Destroy exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.*	29 CFR 1910.
7.	**FIRE AND SAFETY FILE**	Destroy in office when superseded or obsolete.	
8.	**FUEL OIL STORAGE TANK RECORDS**	a) Destroy in office closure records 3 years after completion of permanent closure in accordance with G.S. §280.32 and 280.72. b) Destroy in office performance claims and tank tightness tests completed every 5th year after 5 years. c) Destroy in office maintenance reports, repair and upgrade reports, product inventory measuring charts, tank tightness tests completed on a yearly schedule, and all other tests and related records after 1 year.	40 CFR 280.34 40 CFR 280.74
9.	**HAZARDOUS MATERIALS TRAINING RECORDS** 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.	
10.	**HEALTH AND SAFETY RECORDS** 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.	

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ITEM #	STANDARD-7: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**HOLD HARMLESS AGREEMENTS**	Destroy in office 6 years from date of termination or settlement of all claims.*	
12.	**INSURANCE AUDITS, SURVEYS AND REPORTS**	Destroy in office when administrative value ends.	
13.	**INSURANCE AND LIABILITY WAIVERS**	Destroy in office 6 years from date of termination or settlement of all claims.*	
14.	**LOSS CONTROL INSPECTION REPORTS** Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office after 1 year.	
15.	**MATERIAL SAFETY DATA SHEETS** Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufactures instructions. *Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where it was used, and when it was used is retained the required 30 year period.*	29 CFR 1910.1200
16.	**NOTIFICATION OF PENALTY ASSESSMENT FILE**	Destroy in office after 6 years.	
17.	**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE** Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
18.	**RESPIRATOR PROGRAM RECORDS** Includes respirator fit test records.	Destroy in office when administrative value ends.	

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ITEM #	STANDARD-7: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
19.	**SELF-INSURER CERTIFICATION FILE**	Destroy in office 6 years from date of termination or settlement of all claims.	
20.	**U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE**	Destroy in office when administrative value ends.	

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STANDARD-8. AGING PROGRAM RECORDS
Records concerning the Area Agency on Aging (AAA) and related programs and services administered by regional councils in cooperation with the North Carolina Department of Health and Human Services, Division of Aging, and the Corporation for National Service.

ITEM #	***STANDARD-8: AGING PROGRAM RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**ASSISTED LIVING PROGRAM FILE** Programmatic and grant records documenting USDA (United States Department of Agriculture) Rural Development Section 504 services provided to the elderly by regional councils.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* *Retention Note: Records supporting the expenditure of federal funds passed through the Department of Health and Human Services may be destroyed on a fiscal year basis when written permission has been received from the DHHS Office of the Controller.*[1]	
2.	**FOSTER GRANDPARENTS AND SENIOR COMPANIONS PROGRAM FILE**. Records documenting foster grandparents and senior companions program provided to the elderly by regional councils.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* *Retention Note: Records supporting the expenditure of federal funds passed through the Department of Health and Human Services may be destroyed on a fiscal year basis when written permission has been received from the DHHS Office of the Controller.*[1]	10A NCAC 46.0209

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ITEM #	STANDARD-8: AGING PROGRAM RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
3.	**HOME AND COMMUNITY BLOCK GRANT FILE**. Records documenting services provided to the elderly by regional councils.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* *Retention Note: Records supporting the expenditure of federal funds passed through the Department of Health and Human Services may be destroyed on a fiscal year basis when written permission has been received from the DHHS Office of the Controller.*[1]	
4.	**REGIONAL OMBUDSMAN FILE** Records documenting ombudsman services provided to the elderly, residents, and caregivers by regional councils.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* *Retention Note: Records supporting the expenditure of federal funds passed through the Department of Health and Human Services may be destroyed on a fiscal year basis when written permission has been received from the DHHS Office of the Controller.*[1]	Comply with applicable provisions of G.S. §143B-181.

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ITEM #	STANDARD-8: AGING PROGRAM RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**REGIONAL OMBUDSMAN (CASE FILES)** Records concerning technical assistance and consultation, complaint resolution, volunteer management, and educational outreach.	a) Destroy in office records regarding complaints 3 years after resolution.* b) Destroy in office remaining records when administrative value ends.	Comply with applicable provisions of G.S. §143B-181.
6.	**TITLE V GRANT FILE** Records concerning employment services provided to the elderly by regional councils.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* *Retention Note: Records supporting the expenditure of federal funds passed through the Department of Health and Human Services may be destroyed on a fiscal year basis when written permission has been received from the DHHS Office of the Controller.*[1]	

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ITEM #	STANDARD-8: AGING PROGRAM RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
7.	**VOLUNTEER SERVICE PROGRAMS FILE** Records concerning Retired and Senior Volunteer Program (RSVP) and Volunteers in Service to America (VISTA) programs administered by the council of governments.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* *Retention Note: Records supporting the expenditure of federal funds passed through the Department of Health and Human Services may be destroyed on a fiscal year basis when written permission has been received from the DHHS Office of the Controller.*[1]	

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STANDARD-9. COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS
Records concerning community development programs and services administered by regional councils.

ITEM #	***STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**A-12372 REGIONAL CLEARINGHOUSE RECORDS FILE** Records created and received as outlined by The North Carolina Intergovernmental Review Process (IRP) established as a result of Presidential Order 12372 and administered by the North Carolina Department of Administration. File includes copies of notification for assistance forms, site location maps, review and comment forms, correspondence, and other related records.	Destroy in office when superseded or obsolete.	
2.	**CENSUS DATA FILE AND RELATED STATISTICAL INFORMATION FILE** Records concerning population and socio-economic information for a given region and/or population.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
3.	**CERTIFIED DEVELOPMENT CORPORATION RECORDS** Records concerning grant and loan applications to assist small businesses in receiving federal Small Business Administration 504 Loan packages, as well as loans from private lenders.	Destroy in office 5 years after denial of application, completion of project and final payment.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**CHILD DEVELOPMENT PROGRAMS FILE** Records concerning grants and case files for child development programs and services administered by regional councils.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
5.	**CRIMINAL JUSTICE PROGRAMS FILE** Records concerning criminal justice programs and services administered by regional councils.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**ECONOMIC ADJUSTMENT PROGRAM GRANTS FILE**. Records concerning programs and grants used to solve recent or anticipated severe adjustment problems resulting in abrupt, serious job losses (e.g. natural disasters and military installation closures) and to help areas implement strategies to reverse and halt long-term economic deterioration.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
7.	**ECONOMIC DEVELOPMENT ADMINISTRATION FILE** Records regarding 301(B) programs and planning grants, infrastructure, and revolving loan funds.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**INDUSTRIAL DEVELOPMENT FUND FILE** Records regarding programs and grants to provide financial incentive for job creation in the state's most economically distressed counties.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
9.	**ECONOMIC DEVELOPMENT PLANNING GRANTS FILE** Records concerning grants awarded to states, cities, regional planning councils and Indian Tribes to help pay for the expertise needed to plan, coordinate, and implement comprehensive economic development programs.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
10.	**PUBLIC WORKS GRANTS FILE** Records concerning grants for building and expanding public facilities essential to industrial and commercial growth.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
11.	**REVOLVING LOAN FUND AND MICROENTERPRISE REVOLVING LOAN GRANTS FILE** Records regarding grants awarded to help depressed areas overcome specific capital market gaps and to encourage greater private sector participation in economic development activities.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
12.	**ECONOMIC DEVELOPMENT TECHNICAL ASSISTANCE GRANTS FILE** Records concerning grants used to study the economic feasibility of resource development, establish jobs, and provide on-the-scene assistance for innovative economic development techniques.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
13.	**FOREIGN TRADE ZONE FILE** Records concerning the administration of foreign trade zones. File includes contracts, fiscal records, applications, annual reports (federal and state), and minutes and agendas for the board to the Foreign Trade Zone. See also **MINUTES OF PUBLIC BODIES** item 34, page 7.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
14.	**HOUSING SERVICES FILE** Records concerning the administration of the grant funded HUD (Housing and Urban Development) Section 8 Rental Assistance Program, which provides rental assistance to low- income families. File also concerns Family Self-Sufficiency program, and HOME Consortium programs.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* d) Destroy in office client files 5 years from date of last contact. e) Destroy in office after 5 years denied or terminated applications and supporting records.	
15.	**INTERMEDIARY RE-LENDING PROGRAM (IRP) FILE** Records regarding loan programs administered by regional councils.	Destroy in office 5 years after denial of application, completion of project and final payment.*	
16.	**RURAL BUSINESS ENTERPRISE GRANTS FILE (FEDERAL CAT. #10.769)** Records concerning grants to facilitate and support the development of small and emerging private business enterprises in rural areas.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

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ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
17.	**STATE BOND LOAN FUND FILE** Records of grants used to finance wastewater treatment facilities, interceptors, and collection sewers, including land cost.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
18.	**SUPPLEMENTS TO OTHER FEDERAL GRANTS IN AID FILE (FEDERAL CAT. #23.002)** Records concerning grants to assist in the improvement of water and sewer systems, which will facilitate the creation or retention of industrial and commercial jobs.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-9: COMMUNITY AND ECONOMIC DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
19.	**WATER AND WASTEWATER LOAN AND GRANT PROGRAM FILE (FEDERAL CAT. #10.760)** Programmatic and grant records concerning the grants and loans for the upgrading of water and wastewater programs as well as electric and telephone services.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
20.	**SMALL BUSINESS LOAN APPLICATION FILE** Records concerning reporting records, loan packages, annual and quarterly reports, and applications.	Destroy in office 5 years after denial of application, completion of project and final payment.*	
21.	**TRANSPORTATION, TELECOMMUNICATION, & CABLE SERVICES PROGRAMS FILE** Records concerning transportation, telecommunication, and cable service programs and services administered by a regional council. File includes minutes and agenda packets for meetings, records concerning citizen advisory groups, research records, work plans, annual plans, special task force records, correspondence, grant applications and management records, statistical information, progress notes, copies of budget records and contracts, client case files, and other related records.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

STANDARD-10. CONTRACTUAL SERVICES RECORDS
Records concerning contractual services provided to local governments and administered by regional councils.

ITEM #	***STANDARD-10:*** **CONTRACTUAL SERVICES RECORDS**		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**GRANTS MANAGEMENT AND FACILIATION PROGRAMS FILE** Records concerning grant writing and facilitation assistance services provided by regional councils to public and private groups, agencies and organizations. File includes copies of minutes, agenda packets and handouts of meetings, background information, correspondence, copies of grants made to county/municipal agencies such as Community Development Block Grants, copies of contractual services agreements, planning records, project objectives and outlines, reports, questionnaires, publications, brochures, proposals, drafts, and other related records.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	
2.	**PLANNING AND TECHNICAL ASSISTANCE RECORDS FILE** Records concerning planning and technical assistance provided by regional councils to public and private groups, agencies and organizations. (For example, the Air Quality Program administered by the Triangle J Council of Governments). File consists of quarterly and annual reports, management records, budgetary records, copies of minutes, agenda packets and handouts of meetings, background information, correspondence, copies of contractual services agreements, project objectives and outlines, publications, brochures, proposals, drafts, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.*	
3.	**AERIAL PHOTOGRAPHS FILE** Photographs either created by a council of government or a county or municipal agency.	a) Retain records with historical value permanently. b) Destroy in office reference copies when administrative value ends.	

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page vii.*

ITEM #	*STANDARD-10:* CONTRACTUAL SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
4.	**COUNTY/MUNICIPAL MAPS FILE** Maps either created by a council of governments or a county/municipal agency. File includes census tracking maps, county/municipal regional maps, existing land-use maps, extra-territorial jurisdiction (ETJ) maps, land-use planning maps, natural disaster damage maps, state watershed maps, topography maps, geographical information systems maps (GIS) and wetland maps.	a) Retain records with historical value permanently. b) Destroy in office reference copies when administrative value ends.	
5.	**ORDINANCIES, ZONING, ANNEXATION AND PLANNING RECORDS** Planning and zoning records created for or by a locality including contracts regarding zoning or rezoning, zoning ordinances and permits, annexation studies, Coastal Area Management Act (CAMA) land use plans, annexation and extraterritorial jurisdiction studies, development or regulation ordinances, and subdivision regulations. File includes annexation records, county/municipal comprehensive plans, junk vehicle ordinances, land use plans, minimum housing code records, rezoning records, subdivision ordinances, subdivision review records, code/permit violations, zoning ordinance text amendments, zoning permits, and other related records. File also contains site plan reviews conducted for the county/municipality by the council of governments.	a) Retain records with historical value permanently. b) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.* c) Destroy in office reference copies of records created by county/municipal agencies when administrative value ends.	

******See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,*** *page vii.*

ITEM #	*STANDARD-10:* CONTRACTUAL SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
6.	**TECHNICAL ASSISTANCE RECORDS FILE** Records concerning technical assistance provided by regional councils to public and private groups, agencies and organizations. File consists of quarterly and annual reports, management records, budgetary records, copies of minutes, agenda packets and handouts of meetings, background information, correspondence, copies of contractual services agreements, project objectives and outlines, publications, brochures, proposals, drafts, and other related records.	a) Retain records with historical value permanently. b) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.* c) Destroy in office reference copies when administrative value ends.	
7.	**EMERGENCY MEDICAL SERVICES RECORDS** Records concerning emergency medical services (EMS) administered through grant funding to citizens within the council of government region, and records generated from meetings of the Emergency Medical Services Advisory Committee. Service files include documentation of disaster preparedness training, EMS training, equipment and technical assistance training, and records relating to drug and alcohol testing administered by the regional council.	a) Destroy in office records related to specific non-continuing grants 5 years after termination.* b) Destroy in office yearly records related to specific continuing grants 5 years after annual financial report is filed.* c) Destroy in office records of non-expendable property acquired in whole or in part with grant funds 5 years after its final disposition.* d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	*STANDARD-10:* CONTRACTUAL SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
8.	**DRUG TESTING SERVICES FILE** File includes municipal and county contracts with council of governments to provide drug and alcohol testing for potential employees of the contracting agencies. File also includes test results.	a) Destroy in office after 5 years alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program. b) Destroy in office after 3 years records obtained from previous employers concerning drug and alcohol test results. c) Destroy in office after 2 years records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff. d) Destroy in office after 1 year records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02. e) Destroy in office records not related to testing 5 years after completion of project, or 5 years from date record was created; whichever occurs last.* *Retention Note: Records should be maintained in a location with controlled access.*	G.S. §153A-98 49 CFR 382.401 49 CFR 40.333 49 CFR 655.71

See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	*STANDARD-10:* CONTRACTUAL SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
9.	**EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE RECORDS** Minutes, agenda packets and handouts. File also includes records concerning the administration or grants for emergency medical services and other training. See also **MINUTES OF PUBLIC BODIES** item 34, page 7.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* d) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.*	G.S. §153A-98
10.	**SAFETY SERVICES FILE** File includes municipal and county contracts with council of governments to provide disaster preparedness training, EMS training, and equipment and technical assistance training.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* d) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.*	G.S. §153A-98

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page vii.*

ITEM #	*STANDARD-10:* CONTRACTUAL SERVICES RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
11.	**ENVIRONMENTAL PROGRAMS FILE** Records concerning environmental programs and services administered by regional councils. Programs include land use, management and zoning services and programs, clean water management trust fund services, air quality, hazardous waste management, land conservation, water quality, revolving land funds, water conservation, water impact studies, water grant, and solid waste management.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* d) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.*	

See* ***AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS,* *page vii.*

STANDARD-11. WORKFORCE DEVELOPMENT RECORDS
Records concerning workforce development programs and services administered by regional councils.

ITEM #	***STANDARD-11: WORKFORCE DEVELOPMENT RECORDS***		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
1.	**CIRCULARS AND ISSUANCES FILE** Guidelines issued by the Division of Employment and Training regarding the administration of the Workforce Development Program.	Destroy in office when superseded or obsolete.	
2.	**FEDERAL WORKFORCE DEVELOPMENT ACT REGULATIONS** Record contains instructions from federal government regarding how program money is spent and parameters for eligibility.	Destroy in office when superseded or obsolete.	
3.	**JOB TRAINING INITIATIVES FILE** Records concerning job training programs and services administered by regional councils.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* d) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.*	
4.	**NON-EXPENDABLE PROPERTY FILE** File includes inventory in numerical sequence identifying date of purchase, acquisition cost, serial number, location of inventory, and contracting agency.	Destroy in office 5 years after final disposition of property or when released from all audits, claims, or other official action; whichever occurs last.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

ITEM #	STANDARD-11: WORKFORCE DEVELOPMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
5.	**STATE JOB TRAINING PLAN FILE** Records concerning the State Board's bid process for contracting workforce development programs.	Destroy in office when supersede or obsolete.	
6.	**WORK STUDIES PROGRAMS FILE** Provides internships to graduate students. File contains monthly reports, time sheets, grade reports, and fiscal records.	Destroy in office 5 years after internship ends or when released from all audits, claims, or other official action; whichever occurs last.*	
7.	**WORKFORCE DEVELOPMENT ACT FILE** Education and training for economically disadvantaged.	a) Destroy in office records concerning approved non-continuing grants 5 years after termination.* b) Destroy in office records concerning approved continuing grants 5 years after annual financial report is filed.* c) Destroy in office records concerning non-expendable property acquired with grant funds 5 years after its final disposition.* d) Destroy in office remaining records 5 years after completion of project, or 5 years from date record was created; whichever occurs last.*	
8.	**WORKFORCE DEVELOPMENT ACT PARTICIPANT RECORDS** Records documenting each participant in the Workforce Development Program, and their prior eligibility.	Destroy in office 5 years from date of last contact or when released from all audits, claims, or other official action; whichever occurs last.*	
9.	**WORKFORCE DEVELOPMENT SUBGRANT AND RECIPIENTS/PARTICIPANTS COMPLAINTS AND ACTIONS FILE** Records include participant and sub-grant recipients' or contractors' grievances, which are non-criminal.	Destroy in office 5 years from date of resolution or when released from all audits, claims, or other official action; whichever occurs last.*	

See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, *page vii.*

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 _____
Phone _____

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 UNSCHEDULED RECORDS

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 _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Mayor/Head of Governing Board Date

Concurred by: _____, _____, _____
(as indicated) Signature Assistant Records Administrator Date
NC Division of Historical Resources

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 an amendment to your programs schedule from the Department of Cultural Resources to dispose of paper 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 been microfilmed or photocopied. In addition, this form does not apply to records with a permanent retention or that are to be transferred to the State Archives. Records with a permanent retention or which will come to the State Archives must have a paper of microfilm copy.

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	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Mayor/Head of Governing Board Date

Concurred by: _____, _____, _____
(as indicated Signature Assistant Records Administrator Date
NC Division of Historical Resources

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