

Data Management Group Policy

Data Retention

Policy Identification Number: DMG-2018-001-SE

Policy Name: Data Retention

Date Approved: - 8/13/2018

Approval Authority: Data Management Group (DMG)

Statutory Reference: N/A

Policy Statement: Data retention must meet Federal and State guidance. This policy requires adherence to the authoritative guidance pertaining to retention of specific data.

Reason for the Policy: Programs and Offices can and will have different requirements for the retention of data. The guidelines listed below are intended to ensure adherence by the agency to specific requirements for the retention of data.

Data sent to the Department of Natural and Cultural Resources (DNCR) for the purpose of archiving will follow the retention schedule outlined in the agreement between NCDPI and DNCR. Destruction of any records paper or electronic in the possession of DNCR will adhere to GS 121-5.

For all data stored or maintained in other locations, the retention schedule will comply with the guidance from the program area as it pertains to the data in question. Each program area is responsible for adhering to their program's specific guidance as it relates to their data.

Additional Information:

Related Documents: GS 121-5.

Contacts: Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author