02 NCAC 58 .0108 RECORDS

Grant Recipients must keep financial and other records of the project for a period of five years, following completion of the project, or until audited. The records shall be made available to the Commissioner upon request. Recipients shall contact Division staff at the North Carolina Department of Agriculture and Consumer Services before destroying records or in the event that records are destroyed. The Commissioner shall maintain and dispose of paper and electronic records in accordance with the approved Functional Schedule for North Carolina State Agencies, Program Record Retention and Disposition Schedule and Electronic Records and Imaging Policy, incorporated by reference with subsequent editions and amendments. The policy can be accessed free of charge at https://archives.ncdcr.gov/documents/functional-schedule-state-agencies.

History Note: Authority G.S. 106-744; Eff. December 1, 2007; Readopted Eff. February 1, 2019.